



গোলাঘাট বাণিজ্য মহাবিদ্যালয়
যোগেশ্বর চত্বর্সোত্তরী বাটচরা

GOLAGHAT COMMERCE COLLEGE

Jyoti Nagar, Golaghat, Assam 785621

<https://golaghatcommercecollege.org>

THIRD CYCLE NAAC ACCREDITATION 2022

Criterion 6

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Submitted to



**NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL**

CRITERION 6

Governance, Leadership and Management

Indicator- 6.3 Faculty Empowerment Strategies

Metric No	Sl. No	Content
6.3.5- Institutions Performance Appraisal System for teaching and non-teaching staff	1.	Performance Based Appraisal System (PBAS) under Career Advancement Schemes
	2.	Annual Confidential Report
	3.	Departmental Promotion Committee
	4.	Non-teaching staff
	5.	Academic Diary
	6.	Service book
	7.	Student feedback system
	8.	Peer evaluation system initiated
	9.	Academic Performance Record

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM
KAHILIPARA:.....GUWAHATI-781 019

No.G(B) UGC/API/1359/2014/ 16

Dated Kahilipara, the 13-10-2014

From:- Sri P. Jidung, *M.A.,M.Phil.L.B.,AES.*
Director, Higher Education, Assam
Kahilipara, Guwahati-19.

To:- The Principal (all)
..... College/ Mahavidyalaya
P.O.-..... District-.....

Sub:- Placement in Senior Scale, Selection Grade Scale and Associate Professor Scale
i.e. stage promotion from one stage to another stage.

Ref.:- *This office letter No.G(B)UGC.132/2010/Pt/54, dated 06-01-2014.*

Sir,

In continuation to this office letter mentioned under reference on the subject cited above, I would like to forward herewith a format for Assessment of API for necessary stage promotion in respect of Assistant Professors and Librarians of Colleges.

In this regards, it may be stated here that this format is applicable only for Assistant Professors and Librarians who are eligible to get stage promotion after 13-11-2013.

Yours faithfully



Director, Higher Education, Assam
Kahilipara, Guwahati - 19.

Memo No.G(B) UGC/API/1359/2014/
Copy to :

Dated Kahilipara, the 13-10-2014

- 1) The Commissioner and Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati-6 for favour of kind information.
- 2) Guard file.

Director, Higher Education, Assam
Kahilipara, Guwahati - 19.

Name of the Institution.....
PBAS Proforma for Promotion under CAS

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (In Block Letters) :
2. Father's Name/Mother's Name:
3. Department :
4. Educational Qualification:
5. Current Designation & Grade Pay:
6. Date of last Promotion :
7. Which position and grade pay are you an applicant for under CAS?
8. Date of eligibility for promotion:
9. Date and Place of Birth:
10. Sex:
11. Marital Status:
12. Nationality :
13. Indicate whether belongs to SC/ST/OBC category:
14. Address for correspondence (with pin code)
15. Permanent Address (with pin code)

Telephone No:

Email:

16. Academic Qualifications (HSLC till Post Graduation):

Examination	Name of the Board/ University	Year of Passing	Division/ Class/ Grade	Subject
HSLC				
Intermediate (10+2)				
B.A/ B.Sc./ B.Com/ B.Mus/ Others				
M.A/M.Sc./M.Com/ M.Mus/ Others				
Other Examination If any.				

17. Research Degree (S)

Degrees	Title	Date of Award	University
M.Phil			
Ph.D./D.Phil.			
D.Sc/D.Litt			

18. Appointments held prior to joining this institution

Designation	Name of Employer	Date of Joining		Salary with Grade	Reason of leaving
		Joining	Leaving		

19. Posts held after appointment at this Institution

Designation	Department	Date of actual Joining		Grade
		From	To	

20. Period of teaching experience :

P.G. Classes (in years) ; U.G. Classes (in years)

21. Research Experience excluding years spent in M.Phil/Ph.D. (In years)

22. Field of Specialization under the Subject/Discipline (If Any)

a)

b)

Academic Staff College Orientation/Refresher Course/ Summer School/any other course attended:

Name of the Course	Place	Duration	Sponsoring Agency

PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see detail instructions of this PBAS proformas before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(From to)

(i) Lectures, Seminars, Tutorials, Practical, Contact Hours (give semester-wise details, where necessary)

Sl.No.	Course	Level	Mode of teaching	Hours per week allotted	% of classes taken as per documented record

Lecture (L), Seminar (S), Tutorial,(T), practical (P), Contact Hours (C)

		API Score
(a)	Classes Taken (max 50 for 100% performance & proportionate score up to 80% performance, below which no score can be given)	
(b)	Teaching Load in excess of UGC norm (max score:10)	

(ii) Reading / Instructional materials consulted and additional knowledge resources provided to students.

Sl.No.	Course/paper	Consulted	Prescribed	Additional resource provided
API score based on Preparation and imparting of knowledge/instruction as per curriculum & syllabus enrichment by providing additional resources to students (max.score:20)				API Score

ii) Use of Participatory and innovative Teaching-Learning Methodologies/ Audio-visual teaching aid, Updating of subject Content, Course Improvement etc.

Sl.No	Short Description	API Score
	Total Score (Max Score:20)	

(iii) Examination Duties Assigned and Performed

Sl.No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
	Total Score (Max:25)			

This is to certify that Dr/Mr/Ms. Assistant/associate Prof of .
 College attended all the allotted classes . He/ She gives regular instructions as per curriculum with the prescribed material, syllabus enrichment by providing additional resources to the student He/She carried out Semester/Annual Examination work as per duties allotted.

Signature of HOD
 Department:

B (i) Articles/ Chapters published in Books

Sl.No.	Title with page nos.	Book editor & publisher	Title,	ISSN/ISBN No.	Whether peer reviewed.	No.of co-authors	Whether you are the main author	API Score

ii) Full Papers in Conference Conferences Proceedings

Sl.No.	Title with page nos.	Details of conferences publication	ISSN/ISBN No.	No.of co-authors	Whether you are the main author	API Score

iii) Books published as single or as editor

Sl.No	Title with page nos.	Type of Book & authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed	No.of co-authors	Whether you are the main author	API Score

iii) Ongoing and completed Research Project and Consultancies

(c) (I &II) Ongoing project /Consultancies

Sl.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	API Score

(c) (iii & iv) Completed project/ Consultancies

Sl.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Whether policy document/patent as outcome	API Score

(D) Research Guidance

Sl.No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M.Phil or equivalent				
Ph. D. or equivalent				

(E) (i) Training Courses, Teaching-Learning-Evaluation technology programmes, Faculty Development Programmes (not less than one week duration)

Sl.No.	Programme	Duration	Organized by	API Score

(E) (ii) papers presented in Conferences, Seminars, Workshops, Symposia

Sl.No.	Title of the paper presented	Title of conference/Seminar	Organized by	Whether international/national/state/regional/college or university	API Score

E. (iii) Invited Lectures and Chairmanships at national or international conference/seminar etc.

Sl.No.	Title of Lecture/Academic Session	Title of Conference/Seminar etc	Organized by	Whether international / national	API Score

E.(iv). SUMMARY OF API SCORES

Sl.No.	Criteria	Last academic Year	Total-API Score for assessment period	Annual Av. API Score for Assessment Period.
i.	Teaching, Learning and Evaluation related activities			
ii	Co-curricular, Extension, professional development etc			
	Total I +II			
lii	Research and Academic Contribution			

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

Sl.No.	Details (Mention Year, value etc. where relevant)

LIST OF ENCLOSURES: (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.

I certify that the information provided is correct as per records available with the university and/or documents enclosed along with the duly filled PBAS proforma.

Signature of the Faculty with Designation
Place :
Date :

All the documents submitted by Dr/Mr/Ms/
Assistant/Associate Prof., College are verified and found
authentic. The API scores mentioned above are correct.

Signature of the Principal
..... College

Convener, IQAC Cell
.....College

N.B : The individual PBAS proformas for CAS promotion duly filled along with all enclosures, will be duly verified by the DPC and shall be placed before the Screening cum Evaluation Committee or selection Committee for Promotion.

Instructions for Filling up Part 8 of of the PBAS Proforma

Part B of the proforma is based on appendix-III, table-1 of the UGC Regulations 2010

B (I) is based on API scoring for Category I of the Table. Details information for 2013-14 or assessment year is to be provided.

B (II) is based on Category II of the Table. Details information for 2013-14 or assessment year is to be provided.

B (III) is based on Category III of the Table. Details information for the entire assessment period is to be provided. The proforma is to be filled as per these tables and self-assessment scores given. For each category, even though several avenues of activities and their API scores are given provide choice/opportunity to **the teacher, maximum limit of scores that can be given or carried forward under each category/area is indicated in the table-1 of the UGC Regulations.**

The self-assessment scores are further to be based on the indicators/activities given below:

CATEGORY: I **Teaching, Learning and Evaluation Related Activities**

(i) (a)

Lectures/Seminars/Practical's/Tutorials/Contact classes taken should be based on verifiable records. No. score should be assigned if a teacher has taken less than 80% of the assigned classes. University may give allowance for period of leave where alternative teaching arrangements have been made. Maximum score of 50 if there is 100% performance.	Max Score: 50
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(b)

If teacher has taken classes exceeding UGC norm, then two points to be assigned for	Max. Score: 10
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(ii)

Imparting of knowledge/instruction as per curriculum with the prescribed material (Text Book/ Manual etc0, syllabus enrichment by providing additional resources to students (100% Compliance=20 points)	Max Scores:20
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(iii) Use of participatory and Innovative Teaching Learning Methodologies, Updating of Subject Content, Course Improvement etc.

Indicators /Activities	Maximum Score
Updating of course, design of curriculum, 95 per single course)	10

Participatory & Innovative T/L Process with materials for problem based learning, case studies, Group discussions etc, (a) Interactive Courses: 5 points/each (b) Participatory Learning modules:5 points/each (c) Case studies;5 points/each	10
Use of ICT in T/L process with computer-aided methods like PowerPoint/Multimedia/Simulation/software's etc, (Use of any one of these in addition to chalk & Board : 5points	10
Developing and imparting Remedial/Bridge Courses (each activity :5 points)	10
Developing and imparting soft skills/communications and creations in music, performing and visual arts and other traditional areas (each activity : 5points)	10
Developing and imparting specialized teaching-learning programmes in physical education, library; innovative compositions and creations in music performing and visual arts and other traditional areas (each activity ;5Points0	10
Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students (a) Workshop/Training course :10points each (b) Popularization program :5points each	10
Maximum Aggregate Limit	20

(i) Examination Related work

Indicators	Max. Score
College/University end semester/annual Examination work as per duties allotted. (Invigilation-10 points; Evaluation of answer scripe-5 points question paper setting – 5points. (100% compliance=20points)	20
College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance =10 points)	10
Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% a compliance =10 points)	10
Maximum Aggregate Limit B (iv)	25

CATEGORY :II Co-curricular, Extension and professional Development Related Activities

(i) Extension and Co-Curricular & Field based Activities

(ii)

Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity (5 point each)	10
Positions held/Leadership role played in organization linked with extension work and National service Scheme (NSS), NCC,NSO or any other similar activity (each activity 10 points)	10
Students and staff Related Cultural and Sports Programmes, campus	10
Publications (departmental level 2 points, institutional level 5 points	
Community work such as value of national Integration, environment, Literacy, democracy, socialism, Human rights, Peace, Scientific temper, flood or, drought relief, small family norms etc (5 points each)	10
Maximum Aggregate Limit	20

(iii) Contribution to Corporate Life and Management of the Institution

Contribution to Corporate life in University/College through meeting, popular lectures, subject related events, articles in college magazine and University volumes (2 points each)	10
Institutional Governance responsibilities like, Vice principal, Dean director, Warden, Bursar, School Chairperson, IQAC Coordinator (10 point each)	10
Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5points each)	10
Responsibility for, or participation in committee for students welfare, Counseling and Discipline (5 each)	10
Organisation of Conference/Training as Chairman/Organization Secretary/Treasurer ; (a) International (10 points); national/regional (5 points) (b) As member of the organization committee (1 point each)	10
Maximum aggregate Limit	15

(iv) Professional Development related Activities

Indicators/Activities	Maximum Score
Membership in Profession related committee at state and national level a. At national level;3 points each b. At site level : 2 points each	10
Participation in subject associations, conferences, seminars without paper presentation (Each activity : 2 point)	10
Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, examination reforms, Institutional governance (each activity:5points)	10
Membership/Participation in State/ Central Bodies/Committees on Education, Research and national Development (5 each)	10
Publication of articles in newspapers, Magazines or other publications (not covered in category 3); radio talks; television programmes (1 point each)	10
Maximum Aggregate Limit	15

***** Teachers on Leave**

5. FIP holders shall have to produce an authentic certificate from appropriate authority certifying the candidates' uninterrupted and satisfactory progress of work for which he/ she has been duly engaged. In case the candidate avails earned leave/ maternity leave/ study leave/ any other leave during the period of assessment, he/ she shall have to produce necessary orders etc. from appropriate authority duly counter signed by the principal to get the benefit of API score for the period in leave. The



PBAS proforma for promotion under CAS must be filled up the college teachers in every year. The authority will verify and finalize the API scores and will keep ready for DPC, in due time.

Leave availed

Sl.No.	Type	From	To	Whether approved or not

NECESSARY INFORMATION

1) Assessment API

- (a) Assessment API for Less than 1 Year: The PBAS based on the API scores will be assessed for 1 year only with the minimum API scores. If a teacher is eligible for CAS Promotion from 14-11-2013 to 13-11-2014, API scores for one year will only be required for assessment.
- (b) Assessment API for 2 years: The PBAS based on the API scores will be assessed for 2 years only with the minimum API scales. If a teacher is eligible for CAS Promotion from 14-11-2013 to 13-11-2015, API scores for 2 years will only be required for assessment.
- (c) Assessment for full duration: The PBAS on API score will be required for assessment only with the minimum API scores category wise as mentioned in the Appendix Table.

2) Duration for Promotion:

From stage 1 to stage 2

- i) 4 years with Ph.D. (Awarded as per UGC guidelines)
- ii) 5 years with M.Phil Degree (Awarded as per UGC guideline)
- iii) 6 years regular service without Ph.D./M.Phil.
Teachers may score 10 points from either category I or category II to achieve the minimum score required under category I + II.
- iv) There must be a screening Committee for assessment of the API points in each Colleges as per UGC guideline.
- v) One OC and One RC/ Research methodology Course of 2/3 weeks duration without Ph.D.
- vi) With Ph.D. one OC.

From stage 2 to stage 3

- i) 5 years.
- ii) There must be a screening committee for assessment of the API points in each colleges as per UGC guidelines.
- iii) One Course/ Program from among the categories of Refresher Course, methodology workshops, Training- Learning Evaluation Programs, soft skills Development programs and faculty Development programs of 2/3 week duration.

From stage 3 to stage 4

- i) 3 years.
- ii) There must be a selection committee for final assessment of the marks for consideration for CAS promotion out of which the candidate must have obtained 50% of marks in the expert assessment, if, however on final assessment candidate do not either fulfill the minimum criteria under Rows III and IV of Table (A) and II (B) or obtain less than 50% in the

- expert assessment, they will be reassessed only after a minimum period of one year.
- iii) One Course/ Program from among the category methodology workshops, training, teaching-learning evaluation technology programs, soft skills development programs and faculty development programs of 1-week duration.
- iv) At least 3 publication in the entire period as Assistant Professor. However in the case of College teachers and exemption of 1 publication will be given to M.Phil holders and an exemption of 2 publications will be given to Ph.D. holder.
- v) Total marks = 100
- I) 20% - Contribution to research.
 - II) 60% - Assessment of domain knowledge and teaching practices.
 - III) 20% - Interview performance.

Minimum API scores required:

From stage 1 to stage 2

- I) Category I -75/ per year out of 125
- II) Category II-15/ per year out of 50
Minimum total average annual score under category I and II must not be less than 100 per year.
- III) Category III- average 5 point per year.
With Ph.D. (for assessment period) = 20
With M.Phil (for entire assessment period) = 25
Regular service without Ph.D., M.Phil (for entire assessment period) = 30

For stage 2 to stage 3

- I) Category I – 75/ per year out of 125.
- II) Category II – 75/ per year out of 50.
Minimum total average annual score under category I and II must not be less than 100 per year.
- III) Category III – average 10 point per assessment year.

For stage 3 to stage 4

- I) Category I : 75/ per year out of 125
- II) Category II : 15/ per year out of 50
Minimum total average annual score under category I and II must not be less than 100 per year.
- III) Category III : average 15 point per assessment year.

Name of the Institution: **GOLAGHAT COMMERCE COLLEGE, GOLAGHAT**

PBAS Proforma for Promotion under CAS

PART: A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

01. Name (in BLOCK Letters) : **DR. KARABI DEVI**
02. Father's Name/Mother's Name : Achyut Sarma
03. Department : Mathematics
04. Educational Qualification : M.Sc, Ph. D.
05. Current Designation and Academic Grade Pay : **Assistant Professor**
: AGP = **Rs. 8000/-**
06. Date of last Promotion : 07-01-2018
07. Which position and AGP are you an applicant under CAS? : **Associate Professor**
: & AGP Rs. 9000/-
08. Date of eligibility for promotion : 07 – 01 – 2021
09. Date and Place of Birth : 01 – 03 – 1977, Guwahati (Assam)
10. Sex : Female
11. Marital Status : Married
12. Nationality : Indian
13. Indicate whether belongs to SC/ST/OBC Category : No

14. Address for Correspondence:-

Ward No., House No. : Office of the Principal, Golaghat Commerce College,
Golaghat, Assam
Road/Lane : Jyoti Nagar
Town/Village : Golaghat
P.S. : Golaghat
P.O : Golaghat
District : Golaghat
Pin : 785621

15. Permanent Address:-

Ward No, House No. : House No: 16, Bylane No.4
Town/Village : Anil Nagar, Tribeni Path. Rajgarh Link Road. Guwahati
P.S. : Geeta Nagar
P.O : Ambikagiri Nagar
District : Kamrup
Pin : 781024
Mobile No : 9435325152
Email ID : dkarabi0@gmail.com , karabidevi152@gmail.com

16. Academic Qualifications:- (HSLC till Post Graduation)

Examinations	Name of the Board/University	Year of Passing	Division/Class/ Grade	Subjects
HSLC	Board of Secondary Education Assam (SEBA)	1992	1 st	English, Assamese, Maths, Science, Social-Studies & Adv. Maths.
Higher Secondary (10+2)	Assam Higher Secondary Education Council (AHSEC)	1994	1 st	English, Assamese, Physics, Chemistry, Mathematics & Biology
B. Sc.	Gauhati University	1997	1 st Class	Mathematics (Major), Physics, Statistics & English
M.Sc.	Gauhati University	2000	1 st Class	Mathematics (Applied)

17. Research Degree (s):-

Degrees	Title	Date of Award	University
Ph. D.	Coherent Structures of Nonlinear Waves in Plasmas	30/04/2010	Gauhati University

18. Appointment held prior to joining this institution:- NIL

Designation	Name of the Employer	Date of		Scale of Pay with AGP	Reason of leaving
		Joining	Leaving		
.....

19. Post held after appointment at this Institution:-

Designation	Department	Date of actual joining		Scale of Pay with AGP
		From	To	
Assistant Professor Stage I	Mathematics & Statistics	07/01/2009	06/01/2013	Rs. 15,600 – 39,100 + AGP Rs. 6,000/-
Assistant Professor Stage II	Mathematics & Statistics	07/01/2013	06/01/2018	Rs. 15,600 – 39,100 + AGP Rs. 7,000/-

Assistant Professor Stage III	Mathematics & Statistics	07/01/2018	06/01/2021	Rs. 79,800 – 21,1500
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20. Period of teaching experience:- P.G. Classes (in years): Four Years
U.G. Classes (in years): Twelve Years
21. Research Experience excluding years spent in M. Phil/ Ph. D (in years) : 10 years
22. Fields of Specialisation under the Subject/Discipline (if any):-
a. Plasma Physics (Theoretical)
23. Human Resource Development Centre : Orientation Programme (OP)/Refresher Course (RC)/Summer School(SSS)/any other course attended:-

Name of the Course/School [OP/RC/SSS/others]	Place [Human Resource Development Centre]	Duration		Sponsoring Agency
		From	To	
Orientation Programme	Gauhati University	26/11/2012	23/12/2012	UGC
Refresher Course	Gauhati University	10/03/2014	30/03/2014	UGC
Refresher Course	Gauhati University	25/10/2017	14/11/2017	UGC
STC	Aligarh Muslim University	06/11/2020	12/11/2020	UGC

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier

Sl No	Details (Mention Year, value etc. where relevant)
01.

(SESSION: 2018-19)

PART: B: ACADEMIC PERFORMANCE INDICATORS

CATEGORY: I

TEACHING, LEARNING AND EVALUATION

RELATED ACTIVITIES

(From 07-01-2018 to 06-01-2019)

- (i) Lectures, Seminars, Tutorials, Practicals, Contact Hours: (give semester-wise details, where necessary)

SL. No.	Course/Paper	Level (UG/PG)	Mode of teaching	Hours per week		% of classes/practical taken as per documented record
				Allotted (in hours)	Taken (in hours)	
01.	B. Com, Semester – III (303) Business Statistics	UG	(L, S & T)	10 hrs	10 hrs	100 %
02.	B. Com, Semester – V (503) Business Mathematics	UG	(L, S & T)	6 hrs	6 hrs	100 %
03.	B.A./ B. Com, Semester – IV (ENVS) Environmental Studies	UG	(L, S & T)	4 hrs	4 hrs	100%
04.	M. Com, Semester -II (20200)	PG	(L, S & T)	6 hrs	6 hrs	100%

*Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

SL. No.	Classes Taken (max 50 for 100% performance & proportionate score up to 80% performance below which no score may be given)	API Score
(a)		50
	TOTAL of Category: I/ Item No. (i) =	50

(ii) Reading/Instructional material consulted and additional knowledge resources provided to students:-

Sl. No	Course/Paper	Level (UG/PG)	Consulted	Prescribed	Additional Resource Provided
01.	B.Com, Semester – III (303) Business Statistics (BUST)	UG	As per Syllabus of Dibrugarh University	Text books and reference books are prescribed and consulted	Extra Text Books, Manuals, Reference Books, self prepared notes & soft copy of reading materials etc. Solved Question and Answer of previous Exam.
02.	B.Com, Semester – V (503) Business Mathematics	UG	As per Syllabus of Dibrugarh University	Text books and reference books are prescribed and consulted	Extra Text Books, Manuals, Reference Books, self prepared notes & soft copy of reading materials etc. Solved Question and Answer of previous Exam.
03.	B. A. / B. Com, Semester – IV (ENVS) Environmental Studies	UG	As per Syllabus of Dibrugarh University	Text books and reference books are prescribed and consulted	Extra Text Books, Manuals, Reference Books, self prepared notes & soft copy of reading materials etc. Solved Question and Answer of previous Exam.
04.	M. Com, Semester -II (20200)	PG	As per Syllabus of Dibrugarh University	Text books and reference books are prescribed and consulted	Extra Text Books, Manuals, Reference Books, self prepared notes & soft copy of reading materials etc. Solved Question and Answer of previous Exam.
API Score based on Preparation and imparting of knowledge/instruction as per curriculum and syllabus enrichment by providing additional resources to Students (max. Score: 20)			API Score of Category: I/Item No. (ii) = 20		

(iii) Use of Participatory and Innovative Teaching-Learning Methodologies/Audio-Visual Teaching Aid, Updating of subject content, Course Improvement etc.

Sl. No	Short Description	API Score
01.	Preparation of Reading Material	05
02.	Seminar and group discussion among the speciality students	05
03.	Use of digital classroom as audio-visual aid (Power-point presentation)	05
API Score for Category: I/Item No. (iii) (Max. Score =20)		Total API Score of Category: I/Item No. (iii) = 15

(iv) Examination Duties Assigned and Performed

Sl.No.	Type of Examination Duties	Duties Assigned	Duties carried out	Extent to which carried out (%)	API Score
01.	UG and PG (Even & Odd Semesters)	01. Invigilation Duty 02. Paper Evaluation 03. Question paper setting	01. Invigilation Duty 02. Paper Evaluation 03. Question paper setting	100%	10 5 5
API Score for Category: I/Item No. (iv) (Max. Score = 25)			Total API Score of Category: I/Item No. (iv) =		20

Total of API SCORE in Category I/ (i) +(ii)+(iii)+(iv)	50+20+15+20 = 105
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Certificate from the Head of the Department

This is to certify that **DR. KARABI DEVI**, Assistant Professor of **Golaghat Commerce College** attended all the allotted classes. She gives regular instructions as per Curriculum with the prescribed materials, syllabus enrichment by providing additional resources to the student. She carried out Semester/Annual Examination work as per duties allotted.

Signature of HOD:

Department: Mathematics and Statistics

Golaghat Commerce College.

CATEGORY: II

CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

(From 07-01-2018 to 06-01-2019)

Sl. No.	Type of Activity (i). Extension, Co-curriculum & field based Activities	Average hours/week	API Score
01.	Sports in-charge	-	05
02.	Gunotsav Duty during 01/11/2018 - 03/11/2018	-	05
API Score for Category: II/Item No. (i) (Max. Score = 20)		Total API Score of Category: II/Item No. (i) =	10

Sl. No.	Type of Activity (ii). Contribution to Corporate Life and Management of the Institution	Yearly/Sem-wise responsibility	API Score
01.	Foundation Day Committee (Secretary)	Yearly	05
02.	Anti Ragging Committee Member	Yearly	05
03.	Assistant Zonal Officer (B. Com 6 th Sem Zone, 2018)	Semester	05
04.	Member of Research Committee	Yearly	05
API Score for Category: II/Item No. (ii) (Max. Score = 15)		Total API Score of Category: II/Item No. (ii) =	15

Sl. No.	Type of Activity (iii). Professional Development Activities	Yearly/Sem-wise responsibility	API Score
01.	Member, ACTA, Assam	Yearly	02
02.	Member of Women Cell, ACTA, Assam	Yearly	02
03.	Participated in the 64 th annual Conference of ACTA at Rangapara College, Assam during 28-01-2018 to 30-01-2018 (Unit Representative)	Yearly	02
API Score for Category: II/Item No. (iii)(Max. Score = 15)		Total API Score of Category: II/Item No. (iii) =	06

API Score for Category: II (i + ii + iii) (Max Score = 50)	Total API Score of Category: II (i + ii + iii) = 10+15+6	31
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CATEGORY: III

RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

(From 07-01-2018 to 06-01-2019)

A. Published Papers in Journals

Sl. No	Title with page nos.	Journal	ISSN/ ISBN	Whether Peer Reviewed	Impact Factor if any	Number /s of co-author/s	Whether you are the main author	API Score
1.	Characteristic Features of Double Layers in Rotating, Magnetized Plasma Contaminated with Dust Grains with Varying Charges (Pp. 662-668)	Journal of Korean Physical Society. Vol. 72 (Springer Science +Business media)	ISSN 0374-4884 (print) 1976-8524 (Web)	Yes	0.63	03	No	02
Total API Score of Category: III/Item No. A =								02

B.(i) Articles/Chapters Published in Books

NA

Sl. No	Title with page nos.	Book Title, editor & Publisher	ISSN/ ISBN	Whether peer reviewed	Impact Factor, if any	No. of co-authors	Whether you are the main author	API score
Total API Score of Category: III/Item No. B (i) =								0

B. (ii) Full Papers in Conference Proceedings

NA

Sl. No	Title with page nos.	Details of Conference Publication	ISSN/ ISBN	Whether peer reviewed	Impact Factor, if any	No. of co-authors	Whether you are the main author	API score

Total API Score of Category: III/Item No. B (ii) =								0

B.(iii) Books Published as SINGLE AUTHOR or as EDITOR:

NA

Sl. No	Title with page nos.	Type of Book and Authorship	Publisher and ISSN/ ISBN	Whether peer reviewed	Impact Factor, if any	No. of co-authors	Whether you are the main author	API score
....
Total API Score of Category: III/Item No. B (iii) =								0

C. Ongoing and Completed Research Projects & Consultancies:**C. (i) Ongoing Projects/ Consultancies:**

NA

Sl. No	Title	Agency	Period		Grant/ Amount Mobilized (Rs. Lakh)	API Score
			From	Where		
-
Total API Score of Category: III/Item No. C (i and ii) =						0

C. (ii) Completed Projects/ Consultancies:

NA

Sl. No	Title	Agency	Period		Grant/ Amount Mobilized (Rs. Lakh)	API Score
			From	Where		
-
Total API Score of Category: III/Item No. C (iii and iv) =						0

Total API Score of Category: III/Item Nos. [C.(i) +C. (ii)]**0****D. Research Guidance:**

NA

Sl. No		Number Enrolled	Thesis Submitted	Degree Awarded	API Score
01.	MPhil or equivalent
02.	Ph.D or equivalent
Total API Score of Category: III/Item No. D =					0

**E (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes,
Faculty Development Programmes (not less than one week duration) NA**

Sl. No	Programme	Duration	Organized by	API Score
1.	Faculty Development Programme on “Behavioral Remodeling & Use of ICT Tools for Classroom Delivery of Teachers	22-10-2018 to 31-10-2018	Electronics & ICT Academy, IIT Guwahati	10
Total API Score of Category: III/Item No. E (i)				10
=				

E. (ii) Papers presented in Conferences/Seminars/Workshops/Symposia

Sl. No	Title of the Paper presented	Title of Conference/Seminar	Organized by	Whether International/national/state/regional/college or university level	API Score
01	Challenges of Semester system in Higher Education in India	Some Aspects of Teaching -Learning & Evaluation Process in Semester System	Department of Mathematics, Debraj Roy College (UGC Sponsored)	National	7.5
Total API Score of Category: III/Item No. E (ii) =					7.5

E. (iii) Invited Lectures and Chairmanships at National or International Conference/Seminar etc **NA**

Sl. No	Title of Lecture/Academic Session	Title of Conference/Seminar/Symposia	Organized by	Whether International/national	API Score
Total API Score of Category: III/Item No.				0	
E (iii) =					

Total API Score of Category: III/Item Nos. [E. i + E. ii + E. iii]	7.5+10=17.5
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Total API Score of Category: III/Item Nos. [A+B+C+D+E]	2+7.5+10=19.5
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E. (iv) SUMMARY OF API SCORES

Sl. No.	Category/Criteria	Last Academic year	Total - API Score for assessment period	Annual Av. API Score for Assessment period
1.	CATEGORY: I: Teaching, Learning and Evaluation Related Activities	From 07-01-2018 to 06-01-2019	105	105
2.	CATEGORY: II: Co-curricular, Extension, Professional Development Related Activities etc.	From 07-01-2018 to 06-01-2019	31	31
	Total (1+2) =		136	136
3.	CATEGORY: III: Research Publications and Academic Contributions Total of Category: III =	From 07-01-2018 to 06-01-2019	19.5	19.5

(Self assessment Scores are subject to verification by the College and by the Screening Cum Evaluation Committee / Selection Committee as the case may be).

PART C: OTHER RELEVANT INFORMATION:

Give details of any other credential, significant contributions, and awards received etc. not mentioned earlier –

- 1.
- 2.
- 3.

LIST OF ENCLOSURES:

1. Photo copy of Short Term Courses Certificate (Category III).
2. Photo copy of Published Research Paper (Category III).
3. Photo copy of Certificate of Participation in National Seminar/Conference (Category III).
4. Photo copy of Gunotsav Duty Appointment letter (Category II).
5. Photo copy of Appointment letter for Assistant Zonal Officer (B. Com 6th Sem Zone, 2018) Duty (Category II).
6. Photo copy of the Principal's Certificate for membership in various committees (Category II).
7. Photo copy of Certificates of Participation in ACTA Conference (Category II).

Declaration by the incumbent:-

I certify that the information provided is correct as per records available with the University/College and/or and documents enclosed along with the duly filled PBAS proforma.

Signature of the Faculty:

Name: Dr. Karabi Devi
Designation: Assistant Professor
Place: Golaghat
Date: 10. 11. 2021

Report of

The Principal of the College and Coordinator, IQAC:-

All the documents submitted by Dr. **Karabi Devi**, Assistant Professor, Dept. of Mathematics, of the College Golaghat Commerce College, are verified and found authentic. The API scores mentioned above are correct.

*Signature of the
Principal
Golaghat Commerce College,
Golaghat.*

*Signature of the
Coordinator, IQAC
Golaghat Commerce College
Golaghat*

N.B.: The individual PBAS proformas for CAS promotion duly filled along with all enclosures will be duly verified by the DPC and shall be placed before the Screening cum Evaluation Committee or selection Committee for Promotion.

(SESSION: 2019-20)

ACADEMIC PERFORMANCE INDICATORS

CATEGORY: I

TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(From 07-01-2019 to 06-01-2020)

- (i) Lectures, Seminars, Tutorials, Practicals, Contact Hours: (give semester-wise details, where necessary)

SL. No.	Course/Paper	Level (UG/PG)	Mode of teaching	Hours per week		% of classes/practical taken as per documented record
				Allotted (in hours)	Taken (in hours)	
01.	B.Com, Semester – III (303) Business Statistics	UG	(L, S & T)	5 hrs	5 hrs	100 %
02.	B.Com, Semester – V (503) Business Mathematics	UG	(L, S & T)	5 hrs	5 hrs	100 %
03.	B.A./B.Com, Semester-I (CBCS) (AEC 101) Multi-Disciplinary Course	UG	(L & S)	2 hrs	2 hrs	100 %
04.	M. Com, Semester -I (10200) Statistics	PG	(L, S, T & P)	6 hrs	6 hrs	100 %
05.	B.A./ B. Com, Semester – IV (ENVS) Environmental Studies	UG	(L, S & T)	4 hrs	4 hrs	100 %
06.	M. Com, Semester -II (20200) Statistics	PG	(L, S & T)	6 hrs	6 hrs	100 %

*Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

SL. No.	Classes Taken (max 50 for 100% performance & proportionate score up to 80% performance below which no score may be given)	API Score
(a)		50
TOTAL of Category: I/ Item No. (i) =		50

(ii) Reading/Instructional material consulted and additional knowledge resources provided to students:-

Sl. No	Course/Paper	Level (UG/PG)	Consulted	Prescribed	Additional Resource Provided
01.	B.Com, Semester – III (303) Business Statistics (BUST)	UG	As per Syllabus of Dibrugarh University.	Text books and reference books are prescribed and consulted	Extra Text Books, Manuals, Reference Books, self prepared notes & soft copy of reading materials etc. Solved Question and Answer of previous Exam.
02.	B.Com, Semester – V (503) Business Mathematics	UG	As per Syllabus of Dibrugarh University.	Text books and reference books are prescribed and consulted	Extra Text Books, Manuals, Reference Books, self prepared notes & soft copy of reading materials etc. Solved Question and Answer of previous Exam.
03.	B.A./B.Com, Semester-I (CBCS) (AEC 101) Multi-Disciplinary Course	UG	As per Syllabus of Dibrugarh University.	Text books and reference books are prescribed and consulted	Extra Text Books, Manuals, Reference Books, self prepared notes & soft copy of reading materials etc. Solved Question and Answer of previous Exam.
04.	M. Com, Semester -I (10200) Statistics	PG	As per Syllabus of Dibrugarh University.	Text books and reference books are prescribed and consulted	Extra Text Books, Manuals, Reference Books, self prepared notes & soft copy of reading materials etc. Solved Question and Answer of previous Exam.
05.	B.A./ B. Com, Semester – IV (ENVS) Environmental Studies	UG	As per Syllabus of Dibrugarh University.	Text books and reference books are prescribed and consulted	Extra Text Books, Manuals, Reference Books, self prepared notes & soft copy of reading materials etc. Solved Question and Answer of previous Exam.
06.	M. Com, Semester -II (20200) Statistics	PG	As per Syllabus of Dibrugarh University.	Text books and reference books are prescribed and consulted	Extra Text Books, Manuals, Reference Books, self prepared notes & soft copy of reading materials etc. Solved Question and Answer of previous Exam.
API Score based on Preparation and imparting of knowledge/instruction as per curriculum and syllabus enrichment			API Score of Category: I/Item No. (ii) = 20		

by providing additional resources to Students (max. Score: 20)	
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(iii) Use of Participatory and Innovative Teaching-Learning Methodologies/Audio-Visual Teaching Aid, Updating of subject content, Course Improvement etc.

Sl. No	Short Description	API Score
01.	Preparation of Reading Material	05
02.	Seminar and group discussion among the speciality students	05
03.	Use of digital classroom as audio-visual aid (Power-point presentation)	05
API Score for Category: I/Item No. (iii) (Max. Score =20)		Total API Score of Category: I/Item No. (iii) = 15

(iv) Examination Duties Assigned and Performed:

Sl.No.	Type of Examination Duties	Duties Assigned	Duties carried out	Extent to which carried out (%)	API Score
01.	UG and PG (Even & Odd Semesters)	1. Invigilator 2. Paper evaluation 3. Exam In Charge 4. Paper Scrutiniser 5. Head Examiner	1. Invigilator 2. Paper evaluation 3. Exam In Charge 4. Paper Scrutiniser 5. Head Examiner	100%	10 5 5 5 5
API Score for Category: I/Item No. (iv) (Max. Score = 25)			Total API Score of Category: I/Item No. (iv) =		25

Total of API SCORE in Category I/ (i) +(ii)+(iii)+(iv)	50+20+15+25= 110
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Certificate from the Head of the Department

This is to certify that **DR. KARABI DEVI**, Assistant Professor of **Golaghat Commerce College** attended all the allotted classes. She gives regular instructions as per Curriculum with the prescribed materials, syllabus enrichment by providing additional resources to the student. She carried out Semester/Annual Examination work as per duties allotted.

Signature of HOD:

Department: Mathematics and Statistics

Golaghat Commerce College.

CATEGORY: II**CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT****RELATED ACTIVITIES****(From 07-01-2019 to 06-01-2020)**

Sl. No.	Type of Activity (i). Extension, Co-curriculum & field based Activities	Average hours/week	API Score
01.	Sports in-charge		05
API Score for Category: II/Item No. (i) (Max. Score = 20)		Total API Score of Category: II/Item No. (i) =	05

Sl. No.	Type of Activity (ii). Contribution to Corporate Life and Management of the Institution	Yearly/Sem-wise responsibility	API Score
01.	Foundation Day Committee Member	Yearly	05
02.	Anti Ragging Committee Member	Yearly	05
03.	Research Committee Member	Yearly	05
04.	Assistant Zonal Officer (B. Com 6 th Sem Zone, 2019)	Semester	05
API Score for Category: II/Item No. (ii) (Max. Score = 15)		Total API Score of Category: II/Item No. (ii) =	15

Sl. No.	Type of Activity (iii). Professional Development Activities	Yearly/Sem-wise responsibility	API Score
01	Member, ACTA, Assam	Yearly	02
02	Member of Women Cell, ACTA, Assam	Yearly	02
03	Participated in 3 days training of Teachers for Student Induction Program Organised by UGC during 08-08-2019 to 10-08-2019 in Assam Down Town University, Guwahati, Assam.	Yearly	05
04	Participated in the 65 th annual Conference of ACTA at B. Borooah College, Guwahati, Assam during 27-06-2019 to 30-06-2019 (Unit Representative)	Yearly	02
05	Participated in the One Day Worksop on Choice Based Credit System (CBCS) & Swayam held on 25-04-2019 in H. P. B. Girls College, Golaghat.	Yearly	01
API Score for Category: II/Item No. (iii) (Max. Score = 15)		Total API Score of Category: II/Item No. (iii) =	12
API Score for Category: II (i + ii + iii) (Max Score = 50)		5+15+12 = 32	

CATEGORY: III
RESEARCH, PUBLICATIONS AND ACADEMIC
CONTRIBUTIONS
(From 07-01-2019 to 06-01-2020)

A. Published Papers in Journals NA

Sl. No.	Title with page nos.	Journal	ISSN/ ISBN	Whether Peer Reviewed	Impact Factor if any	Number/s of co-author/s	Whether you are the main author	API Score
1								
Total API Score of Category: III/Item No. A =								0

B. (i) Articles/Chapters Published in Books NA

Sl. No	Title with page nos.	Book Title, editor & Publisher	ISSN/ ISBN	Whether peer reviewed	Impact Factor, if any	No. of co-authors	Whether you are the main author	API score
01.								
Total API Score of Category: III/Item No. B (i) =								0

B. (ii) Full Papers in Conference Proceedings NA

Sl. No	Title with page nos.	Details of Conference Publication	ISSN/ ISBN	Whether peer reviewed	Impact Factor, if any	No. of co-author/s	Whether you are the main author	API score
01
Total API Score of Category: III/Item No. B (ii) =								0

B. (iii) Books Published as SINGLE AUTHOR or as EDITOR: NA

Sl. No	Title with page nos.	Type of Book and Authorship	Publisher and ISSN/ISBN	Whether peer reviewed	Impact Factor, if any	No. of co-authors	Whether you are the main author	API score
01						
Total API Score of Category: III/Item No. B (iii) =								0

Total API Score of Category: III/Item No. [A + B.(i) +B. (ii) + B. (iii)] = 0
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C. Ongoing and Completed Research Projects & Consultancies: NA

Sl. No	Title	Agency	Period		Grant/ Amount Mobilized (Rs. Lakh)	API Score
			From	Where		
Total API Score of Category: III/Item No. C (i and ii) =						0

Total API Score of Category: III/Item C	0
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D. Research Guidance: NA

Sl. No		Number Enrolled	Thesis Submitted	Degree Awarded	API Score
01.	MPhil or equivalent
02.	Ph.D or equivalent
Total API Score of Category: III/Item No. D					0

E. (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (not less than one week duration)

Sl. No	Programme	Duration	Organized by	API Score
01.	NPTEL Online Course (SWAYAM) on “Numerical Methods and Simulation Techniques for Scientists and Engineers”	01.08.2019 – 01.10.2019 (8 Weeks)	IIT, Guwahati NPTEL Online Course (SWAYAM)	10
02.	Short term Course on “Value Education ”	15.11.2019- 21.11.2019	Human Resource Development Centre, Gauhati University (UGC Sponsored)	10
Total API Score of Category: III/Item No. E (i) =				20

. (ii) Papers presented in Conferences/Seminars/Workshops/Symposia **NA**

Sl. No	Title of the Paper presented	Title of Conference/ Seminar	Organized by	Whether International/ national/ state/regional/college or university level	API Score
Total API Score of Category: III/Item No. E (ii) =					0

(iii) Invited Lectures and Chairmanships at National or International Conference/Seminar Symposia etc **NA**

Sl. No	Title of Lecture/Academic Session	Title of Conference/ Seminar/Symposia	Organized by	Whether International/ national	API Score
Total API Score of Category: III/Item No. E (iii) =					0

Total API Score of Category: III/Item Nos. [A+ B+ C+D +E]	20
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E. (iv) SUMMARY OF API SCORES

Sl. No.	Category/Criteria	Last Academic year	Total - API Score for assessment period	Annual Av. API Score for Assessment period
1.	CATEGORY: I: Teaching, Learning and Evaluation Related Activities	From 07-01-2019 to 06-01-2020	108	108
2.	CATEGORY: II: Co-curricular, Extension, Professional Development Related Activities etc.	From 07-01-2019 to 06-01-2020	32	32
	Total (1+2) =		140	140
3.	CATEGORY: III: Research Publications and Academic Contributions Total of Category: III =	From 07-01-2019 to 06-01-2020	20	20

(Self assessment Scores are subject to verification by the College and by the Screening Cum Evaluation Committee / Selection Committee as the case may be).

PART C: OTHER RELEVANT INFORMATION

Give details of any other credential, significant contributions, and awards received etc. not mentioned earlier –

- 1.
- 2.
- 3.

LIST OF ENCLOSURES:

1. Photo copy of STC Certificate in HRDC , Gauhati University (Category III).
2. Photo copy of NPTEL Online Course (SWAYAM) Certificate (FDP) (Category III).
3. Photo copy of Appointment letter for Assistant Zonal Officer (B. Com 6th Sem Zone, 2019) Duty (Category II).
4. Photo copy of the Principal's Certificate for membership in various committees (Category II).
5. Photo copy of Certificate of Participation in 3 days training of Teachers for Student Induction Program Organised by UGC (Category II).
6. Photo copy of Certificates of Participation in ACTA Conference (2019) (Category II).
7. Photo copy of Certificates of Participation in the One Day Worksop on Choice Based Credit System (CBCS) & Swayam (Category II).
8. Photo copy of Appointment letter as Examiner, Scrutiniser and Head Examiner (Category I).

Declaration by the incumbent:-

I certify that the information provided is correct as per records available with the University/College and/or and documents enclosed along with the duly filled PBAS pro-forma.

Signature of the Faculty:

Name: Dr. Karabi Devi
Designation: Assistant Professor
Place: Golaghat
Date: 10. 11. 2021

Report of

The Principal of the College and Coordinator, IQAC:-

All the documents submitted by Dr. **Karabi Devi**, Assistant Professor, Dept. of Mathematics, of the College Golaghat Commerce College, are verified and found authentic. The API scores mentioned above are correct.

*Signature of the
Principal
Golaghat Commerce College,
Golaghat.*

*Signature of the
Coordinator, IQAC
Golaghat Commerce College
Golaghat*

N.B.: The individual PBAS proformas for CAS promotion duly filled along with all enclosures will be duly verified by the DPC and shall be placed before the Screening cum Evaluation Committee or selection Committee for Promotion.

(SESSION: 2020-2021)

ACADEMIC PERFORMANCE INDICATORS

CATEGORY: I

**TEACHING, LEARNING AND EVALUATION RELATED
ACTIVITIES**

(From 07-01-2020 to 06-01-2021)

- (i) Lectures, Seminars, Tutorials, Practicals, Contact Hours: (give semester-wise details, where necessary)

SL. No.	Course/Paper	Level (UG/PG)	Mode of teaching	Hours per week		% of classes/practical taken as per documented record
				Allotted (in hours)	Taken (in hours)	
01.	B.Com, Semester – III (303) Business Statistics	UG	(L, S & T)	6 hrs	6 hrs	100 %
02.	B.Com, Semester – V (503), Business Mathematics	UG	(L, S & T)	6 hrs	6 hrs	100 %
03.	M. Com, Semester -I (10200), Statistics	PG	(L, S , T & P)	6 hrs	6 hrs	100 %
04.	B.Com, Semester – II (CC 203) Business Mathematics & Statistics	UG	(L, S & T)	6 hrs	6 hrs	100 %
05.	B. A./ B. Com, Semester – II (AEC 201) Environmental science	UG	(L, S & T)	2 hrs	2 hrs	100%
06.	B.A./ B. Com, Semester – IV (ENVS) Environmental Studies	UG	(L, S & T)	2 hrs	2 hrs	100%
07.	M. Com, Semester -II (20300) Research Methodology	PG	(L, S & T)	2 hrs	2 hrs	100%

*Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

SL. No.	Classes Taken (max 50 for 100% performance & proportionate score up to 80% performance below which no score may be given)	API Score
(a)		50
	TOTAL of Category: I/ Item No. (i) =	50

(ii) Reading/Instructional material consulted and additional knowledge resources provided to students:-

Sl. No	Course/Paper	Level (UG/PG)	Consulted	Prescribed	Additional Resource Provided
01.	B.Com, Semester – III (303) Business Statistics	UG	As per Syllabus of Dibrugarh University.	Text Books and Reference Books are prescribed and consulted	Extra Manuals, Reference Books, self prepared notes & soft copy of reading materials etc. Solved Question and Answer of previous Exam.
02.	B.Com, Semester – V (503) Business Mathematics	UG	As per Syllabus of Dibrugarh University.	Text Books and Reference Books are prescribed and consulted	Extra Manuals, Reference Books, self prepared notes & soft copy of reading materials etc. Solved Question and Answer of previous Exam.
03.	M. Com, Semester -I (20200)	PG	As per Syllabus of Dibrugarh University.	Text Books and Reference Books are prescribed and consulted	Extra Manuals, Reference Books, self prepared notes & soft copy of reading materials etc. Solved Question and Answer of previous Exam.
04.	B.Com, Semester – II (CC 203) Business Mathematics & Statistics	UG	As per Syllabus of Dibrugarh University.	Text Books and Reference Books are prescribed and consulted	Extra Manuals, Reference Books, self prepared notes & soft copy of reading materials etc. Solved Question and Answer of previous Exam.
05.	B. A./ B. Com, Semester – II (AEC 201) Environmental science	UG	As per Syllabus of Dibrugarh University.	Text Books and Reference Books are prescribed and consulted	Extra Manuals, Reference Books, self prepared notes & soft copy of reading materials etc. Solved Question and Answer of previous Exam.
06.	B.A./ B. Com, Semester – IV (ENVS) Environmental Studies	UG	As per Syllabus of Dibrugarh University.	Text Books and Reference Books are prescribed and consulted	Extra Manuals, Reference Books, self prepared notes & soft copy of reading materials etc. Solved Question and Answer of previous Exam.
07.	M. Com, Semester -II (20200)	PG	As per Syllabus of Dibrugarh	Text Books and Reference	Extra Manuals, Reference Books, self prepared notes & soft

			University.	Books are prescribed and consulted	copy of reading materials etc. Solved Question and Answer of previous Exam.
API Score based on Preparation and imparting of knowledge/instruction as per curriculum and syllabus enrichment by providing additional resources to Students (max. Score: 20)			API Score of Category: I/Item No. (ii) = 20		

- (iii) Use of Participatory and Innovative Teaching-Learning Methodologies/Audio-Visual Teaching Aid, Updating of subject content, Course Improvement etc.

Sl. No	Short Description	API Score
01.	Preparation of Reading Material	05
02.	Seminar and group discussion among the speciality students	05
03.	Use of digital classroom as audio-visual aid (Power-point presentation)	05
API Score for Category: I/Item No. (iii) (Max. Score =20)		Total API Score of Category: I/Item No. (iii) = 15

- (iv) Examination Duties Assigned and Performed

Sl. No.	Type of Examination Duties	Duties Assigned	Duties carried out	Extent to which carried out (%)	API Score
01.	UG / PG (Even & Odd Sem)	1. Invigilator 2. Question Paper Setting 3. Evaluation of answer scripts	1. Invigilator 2. Question Paper Setting 3. Evaluation of answer scripts	100%	10 5 5
API Score for Category: I/Item No. (iv) (Max. Score = 25)			Total API Score of Category: I/Item No. (iv) =		20

Total of API SCORE in Category I/ (i) +(ii)+(iii)+(iv)	50+20+15+20 = 105
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Certificate from the Head of the Department

This is to certify that **DR. KARABI DEVI**, Assistant Professor of **Golaghat Commerce College** attended all the allotted classes. She gives regular instructions as per Curriculum with the prescribed materials, syllabus enrichment by providing additional resources to the student. She carried out Semester/Annual Examination work as per duties allotted.

Signature of HOD:

Department: Mathematics and Statistics

Golaghat Commerce College.

CATEGORY: II
CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT
RELATED ACTIVITIES
(From 07-01-2020 to 06-01-2021)

Sl. No.	Type of Activity (i). Extension, Co-curriculum & field based Activities	Average hours/week	API Score
01.	Quarantine Centre In-Charge		05
API Score for Category: II/Item No. (i) (Max. Score = 20)		Total API Score of Category: II/Item No. (i) =	05

Sl. No.	Type of Activity (ii). Contribution to Corporate Life and Management of the Institution	Yearly/Sem-wise responsibility	API Score
01.	Anti Ragging Committee Member	Yearly	05
02.	Research Committee Member	Yearly	05
API Score for Category: II/Item No. (ii) (Max. Score = 15)		Total API Score of Category: II/Item No. (ii) =	10

Sl. No.	Type of Activity (iii). Professional Development Activities	Yearly/Sem-wise responsibility	API Score
01.	Member, ACTA, Assam	Yearly	02
02.	Member of Women Cell, ACTA, Assam	Yearly	02
03.	Life Time Membership of PSSI (No. is L-1731)	Yearly	05
04.	Life Time Membership of Assam Academy of Mathematics	Yearly	05
05.	Participated in 7-days FDP on “Basics of Python Programming” conducted by Jorhat EC of NIELIT Guwahati in collaboration with J. B. College from 22-07-2020 to 28-07-2020.		05
06.	Participated in 7-days FDP on “Latex: Aesthetic of Scientific Documentation” organised by Bahona College in collaboration with Assam Science Society, Bahona Branch, Jorhat from 07-08-2020 to 13-08-2020.		05
API Score for Category: II/Item No. (iii) (Max. Score = 15)		Total API Score of Category: II/Item No. (iii) =	15
API Score for Category: II (i + ii + iii) (Max Score = 50)		5+10+15 =	30

CATEGORY: III

RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

(From 07-01-2020 to 06-01-2021)

A. Published Papers in Journals

Sl. No.	Title with page nos.	Journal	ISSN/ ISBN	Whether Peer Reviewed	Impact Factor if any	Number/s of co-author/s	Whether you are the main author	API Score
01	Dynamics of seath evolution in magnetized charge-fluctuating dusty plasmas. pp. 405-411	Chinese Journal of Physics	ISSN 0577-9073	Yes	2.6	03	Yes	09
Total API Score of Category: III/Item No. A =								09

B. (i) Articles/Chapters Published in Books

NA

Sl. No	Title with page nos.	Book Title, editor & Publisher	ISSN/ ISBN	Whether peer reviewed	Impact Factor, if any	No. of co-authors	Whether you are the main author	API score
01.								
Total API Score of Category: III/Item No. B (i) =								0

B. (ii) Full Papers in Conference Proceedings

NA

Sl. No	Title with page nos.	Details of Conference Publication	ISSN/ ISBN	Whether peer reviewed	Impact Factor, if any	No. of co-authors	Whether you are the main author	API score
01
Total API Score of Category: III/Item No. B (ii) =								0

B. (iii) Books Published as SINGLE AUTHOR or as EDITOR:**NA**

Sl. No	Title with page nos.	Type of Book and Authorship	Publisher and ISSN/ ISBN	Whether peer reviewed	Impact Factor, if any	No. of co-authors	Whether you are the main author	API score
....
Total API Score of Category: III/Item No. B (iii) =								0

Total API Score of Category: III/Item No. [A + B.(i) +B. (ii) + B. (iii)] =	09
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C. Ongoing and Completed Research Projects & Consultancies:**NA**

Sl. No	Title	Agency	Period		Grant/ Amount Mobilized (Rs. Lakh)	API Score
			From	Where		
Total API Score of Category: III/Item No. C (i and ii) =						0

Total API Score of Category: III/Item C	0
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D. Research Guidance:**NA**

Sl. No		Number Enrolled	Thesis Submitted	Degree Awarded	API Score
01.	MPhil or equivalent
02.	Ph.D or equivalent
Total API Score of Category: III/Item No. D					0

E. (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (not less than one week duration)

Sl. No	Programme	Duration	Organized by	API Score
01.	One Week FDP on “Online Teaching & Learning in India”	17-06-2020 to 22-06-2020	Guru Anand Dev Teaching Learning Centre, SGTB Khalsa College, University of Delhi under PMMMNMTT of MHRD in Collaboration with Bodoland University	10
02.	NPTEL Online (SWAYAM) FDP on “Scientific Computing using Matlab”	September, 2020 to December, 2020 (12 Weeks)	IIT, Madras (NPTEL, Swayam)	15
Total API Score of Category: III/Item No. E (i) =				25

(ii) Papers presented in Conferences/Seminars/Workshops/Symposia

Sl. No	Title of the Paper presented	Title of Conference/Seminar	Organized by	Whether International/national/state/regional/college or university level	API Score
01	Study of Solitary Wave Propagation in a Magnetized Dusty Plasma with dust charge fluctuations	International Conference on Mathematical Modelling in Applied Sciences (ICMMAS2020)	Department of Mathematics, Dibrugarh University	International	10
Total API Score of Category: III/Item No. E (ii) =					10

(iii) Invited Lectures and Chairmanships at National or International Conference/Seminar Symposia etc

NA

Sl. No	Title of Lecture/Academic Session	Title of Conference/Seminar/Symposia	Organized by	Whether International/national	API Score
Total API Score of Category: III/Item No. E (iii) =					0
Total API Score of Category: III/Item Nos. [A+ B+ C+D +E]					44

E. (iv) SUMMARY OF API SCORES

Sl. No.	Category/Criteria	Last Academic year	Total - API Score for assessment period	Annual Av. API Score for Assessment period
1.	CATEGORY: I: Teaching, Learning and Evaluation Related Activities	From 07-01-2020 to 06-01-2021	105	105
2.	CATEGORY: II: Co-curricular, Extension, Professional Development Related Activities etc.	From 07-01-2020 to 06-01-2021	30	30
	Total (1+2) =		135	135
3.	CATEGORY: III: Research Publications and Academic Contributions Total of Category: III =	From 07-01-2020 to 06-01-2021	44	44

(Self assessment Scores are subject to verification by the College and by the Screening Cum Evaluation Committee / Selection Committee as the case may be).

PART C: OTHER RELEVANT INFORMATION

Give details of any other credential, significant contributions, and awards received etc. not mentioned earlier –

- 1.
- 2.
- 3.

SUMMARY OF TOTAL API SCORES

for the Assessment Period

07-01-2018 to 06-01-2021

Sl. No.	Category/Criteria	2018 - 2019	2019 - 2020	2020 - 2021	TOTAL	AVERAGE
(i)	CATEGORY: I: Teaching, Learning and Evaluation Related Activities	105	110	105	320	106
(ii)	CATEGORY: II: Co-curricular, Extension, Professional Development Related Activities etc.	31	32	30	93	31
	Total of Categories I+II =	136	142	135	413	137.6
(iii)	CATEGORY: III: Research Publications and Academic Contribution	19.5	20	44	83.5	27.8

LIST OF ENCLOSURES:

1. Photo copy of Published Research Paper (Category III).
2. Photo copy of FDP Certificate for participating a FDP in Guru Anand Dev Teaching Learning Centre, SGTB Khalsa College, University of Delhi(Category III).
3. Photo copy of certificate of NPTEL Online (SWAYAM) FDP on “Scientific Computing using Matlab” (Category III).
4. Photo copy of certificate for paper presentation in International Conference on Mathematical Modelling in Applied Sciences(Category III).
5. Photo copy of appointment letter of Quarantine Centre In-Charge duty (Category II).
6. Photo copy of Evidential document for Life Time Membership of PSSI (No. is L-1731) (Category II).
7. Photo copy of Evidential document for Life Time Membership of Assam Academy of Mathematics (Category II).
8. Photo copy of certificate of Participation in 7-days FDP on “Basics of Python Programming” conducted by Jorhat EC of NIELIT (Category II).
9. Photo copy of certificate of Participation in 7-days FDP on “Latex: Aesthetic of Scientific Documentation” organised by Bahona College (Category II).
10. Photo copy of the Principal’s Certificate for membership in various committees (Category II).

Declaration by the incumbent:-

I certify that the information provided is correct as per records available with the University/College and/or and documents enclosed along with the duly filled PBAS proforma.

Signature of the Faculty:

Name: Dr. Karabi Devi
Designation: Assistant Professor
Place: Golaghat
Date: 10. 11.2021

Report of

The Principal of the College and Coordinator, IQAC:-

All the documents submitted by Dr. **Karabi Devi**, Assistant Professor, Dept. of Mathematics, of the College Golaghat Commerce College, are verified and found authentic. The API scores mentioned above are correct.

*Signature of the
Principal
Golaghat Commerce College,
Golaghat.*

*Signature of the
Coordinator, IQAC
Golaghat Commerce College
Golaghat*

N.B.: The individual PBAS proformas for CAS promotion duly filled along with all enclosures will be duly verified by the DPC and shall be placed before the Screening cum Evaluation Committee or selection Committee for Promotion.

PERFORMANCE APPRAISAL REPORT

(To be filled up as per clause 26 of Assam College Employees (Provincialisation) Rules, 2010)

Report for the year / period ending _____ to _____

(To be submitted under sealed cover)

PART-I

(PERSONAL DATA)

- 1) Name of the employee :
- 2) Name of service to which belongs :
- 3) Educational Qualification :
- 4) Professional qualification :
- 5) Name of the Institution / College with full address :
- 6) Date of birth :
- 7) Date from which appointment has approved as Teacher / Librarian by the D.H.E., Assam :
 - (a) In the UGC Scale of pay :
 - (b) In the fixed pay (if any) :
 - (c) Without condition / with condition :
- 8) Date of confirmation :
- 9) Whether the Teacher / Librarian had any break in service or granted extra-ordinary leave without pay in the service period :
- 10) Any special knowledge / experience / training which facilitate to discharge the all allotted work of the officer / employee :
- 11) Date of obtaining Senior Scale / Selection Grade Scale of pay :
- 12) Date of eligible for placement in the Senior Scale / Selection Grade Scale / Associate Scale of pay :

Certified that the particulars furnished above are correct.

Signature of Recording Authority
(Principal)

PART-II

(ASSESSMENT BY THE RECORDING AUTHORITY)

- 1) Name (s) and Designation of the Recording Authority :
- 2) Period of Service of the incumbent under the Recording Authority :
(Separate forms to be used by different recording officer)
- 3) State of Health :
What is your opinion about his / her
(a) Aptitude, initiative, drive and efficiency for :
 (i) Arrangement for works :
 (ii) Exception of work :
(b) Intelligence :
(c) Attendance / conduct and amenability to discipline :
(d) Character with particular reference to reliability and integrity :
(e) Capacity of supervision, inspection and to create team spirit (whether applicable) :
(f) General remarks, if any :
- 4) Character and conduct of the Lecturer / Librarian :
- 5) Relationship with
 a. Principal :
 b. Teaching Staff :
 c. Library Staff :
 d. Office Staff :
 e. Students :
 f. Others :
- 6) Regularity and punctuality in attending college as well as classes :
- 7) (a) Spirit of Co-operation in the corporate life extension activities, examinations, etc. :
(b) Involvement in University and College examinations :
(c) Spirit of obedience to the higher authorities :
- 8) Comments on the Performance of the Senior Lecturer as well as a teacher :
- 9) Special academic achievement of the Teachers / Librarian, if any :
- 10) Performance of duties (as per UGC Regulation, 2010) year wise :

Year	Total working days	Class allotted	Class taken
- 11) Recommendation about his / her fitness or otherwise for advancement for next higher rank :

Signature of Recording Authority
(Principal)

PART-III

OPINION OF THE REVIEWING AUTHORITY

- 1) Name and designation of the Reviewing Authority :
- 2) Period of service of the incumbent under the Reviewing Authority :
- 3) General opinion of the Reviewing Authority :

Signature of Reviewing Authority
(President of G.B.)

PART-IV

REMARKS OF THE ACCEPTING AUTHORITY:

Signature

Name & Designation of Accepting Authority
(President of G.B.)

REPORT OF THE DEPARTMENTAL PROMOTION COMMITTEE (SELECTION COMMITTEE) CONSTITUTED BY GOLAGHAT COMMERCE COLLEGE, GOLAGHAT FOR THE PURPOSE OF PLACEMENT IN ASSOCIATE SCALE OF PAY IN THE DEPARTMENT OF MATHEMATICS & STATISTICS, GOLAGHAT COMMERCE COLLEGE, GOLAGHAT HELD ON 25-11-2021

SL. NO.	Name of the Assistant Professor	Date of Receiving UGC Scale of Pay	Ph.D. / M.Phil./NET/ SLET	Date of Senior Scale of Pay	Date of Selection Grade Scale of Pay	Associate Scale of Pay to be placed from	Short Term Course/ FDP	Necessary Documents
1	Dr. Karabi Devi	01-05-2009	NET-2002 (December) PhD: (30/04/2010)	07-01-2013	07-01-2018	07-01-2021	STC 06/11/2020 to 12/11/2020	1. STC Certificate 2. API in prescribed form 3. Performance Appraisal Report 4. Other Supporting Documents

Prasanta K. Bora
25.11.21
(Sjt. Prasanta Bora)
President (G.B.)
Golaghat Commerce College
President
Governing Body
Golaghat Commerce College

Utpal Sarma
25/11/2021
(Dr. Utpal Sarma)
Principal
Golaghat Commerce College
Principal
Golaghat Commerce College

Tazid Ali
25/11/21
(Prof. Tazid Ali)
Deptt. of Mathematics
Dibrugarh University
V.C.'s Nominee
Professor
Deptt. Of Mathematics
Dibrugarh University

Monimala Bordoloi
25-11-21
(Mrs. Monimala Bordoloi)
(Rtd.) Associate Professor
Deptt. of Mathematics
D.K.D. College
V.C.'s Nominee

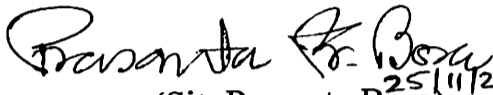
Ajit Kumar Das
25/11/2021
(Mr. Ajit Kumar Das)
Associate Professor
Deptt. of Mathematics
Sibsagarh College
Subject Expert
Head of the
Deptt.- Mathematics
Sibsagarh College

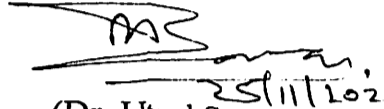
Jiten Phukan
25/11/21
(Mr. Jiten Phukan)
Associate Professor
Deptt. of Mathematics
Nazira College
Subject Expert
Department of Mathematics
Nazira College

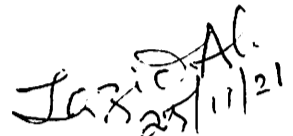
Prodip Borthakur
25.11.2021
(Dr. Prodip Borthakur)
Vice Principal
Golaghat Commerce College

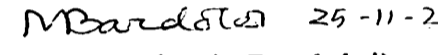
Proceeding of the Meeting of the Screening cum Evaluation and Departmental Promotion Committee

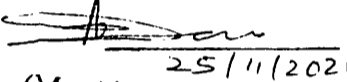
Dr. Karabi Devi, stage III appeared before the Screening cum Evaluation Committee chaired by Sjt. Prasanta Bora, chairperson of the G.B., Golaghat Commerce College, Golaghat which was held on 25.11.2021 at the office of the Principal, Golaghat Commerce College with a view to considering the placement of Dr. Karabi Devi in stage IV (Associate Professor) from stage III (Assistant Professor). The committee verified the documents along with the API proforma submitted by Dr. Karabi Devi and the appraisal reports are duly examined. The documents submitted by the candidate are found correct. The academic works and the interview performance were satisfactory. It was found that she had fulfilled the mandatory requirements laid down by UGC for placement in the grade of Associate Professor (Stage IV). Hence, the committee recommends her case for placement in stage IV (Associate Professor).

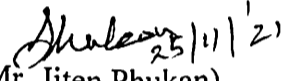

(Sjt. Prasanta Bora)
President (G.B.)
Golaghat Commerce College
President
Governing Body
Golaghat Commerce College

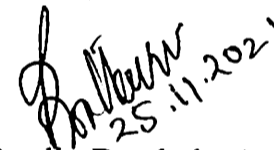

(Dr. Utpal Sarma)
Principal
Golaghat Commerce College
Principal
Golaghat Commerce College
Golaghat, Assam, India


(Prof. Tazid Ali)
Deptt. of Mathematics
Dibrugarh University
V.C.'s Nominee
Professor
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Associate Professor
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Sibsagarh College
Subject Expert
Deptt. - Mathematics
Sibsagarh College


(Mr. Jiten Phukan)
Associate Professor
Deptt. of Mathematics
Nazira College
Subject Expert
Department of Mathematics
Nazira College


(Dr. Prodip Borthakur)
Vice Principal
Golaghat Commerce College
Vice Principal
Golaghat Commerce College
Golaghat

API Score, Category wise in the assessment period:

Assessment Period: 07.01.2018 to 06.01.2019

Category I : 105 (75 per year out of 125)
Category II : 31 (15 per year out of 50)
Total of I & II : 136 (Not less than 100)
Category III : 19.50 (15 per assessment period)

Assessment Period: 07.01.2019 to 06.01.2020

Category I : 108 (75 per year out of 125)
Category II : 32 (15 per year out of 50)
Total of I & II : 140 (Not less than 100)
Category III : 20 (15 per assessment period)

Assessment Period: 07.01.2020 to 06.01.2021

Category I : 105 (75 per year out of 125)
Category II : 30 (15 per year out of 50)
Total of I & II : 135 (Not less than 100)
Category III : 44 (15 per assessment period)

STATEMENT OF THE ASSISTANT PROFESSOR FOR THE PLACEMENT IN STAGE-IV

1. Name (In Block letter) : DR KARABI DEVI
2. Designation : Assistant Professor
3. Subject: Mathematics
4. Name of the college with address : Golaghat Commerce College
District Golaghat, Assam-785 621.
5. Date of Joining in regular post : 07.01.2009
6. Date of provisional Approval : 20-12-2008
7. Date of Formal Approval : 07-01-2009
Letter No. G(B) AC/NET/SLET/70/08/218 Dt. 22/01/2009
8. Date of Regualrization : 20-05-2009
9. Date of Placement in Satge II : 07-01-2013
Letter No. G(B) UGC. 769/2014/65 Dt. 22/10/2014
10. Date of Placement in Satge III : 07-01-2018
Memo No. DHE/CE/UGC/422/2020/9 Dt 05-06-2020
Memo No. DHE/CE/UGC/434/2019/180 Dt 29-01-2021
11. Human Resource Development Centre: Orientation Programme (OP)/Refresher Course (RC)/Summer School(SSS)/any other course attended:
 - (a) No. of Orientation Course attended : One (1)
 - (b) No. of Refresher Courses attended : Two (2)
 - (c) No. Of STC attended : One (1)

Name of the Course/School [OP/RC/SSS/others]	Place [Human Resource Development Centre]	Duration		Sponsoring Agency
		From	To	
Orientation Programme	Gauhati University	26/11/2012	23/12/2012	UGC
Refresher Course	Gauhati University	10/03/2014	30/03/2014	UGC
Refresher Course	Gauhati University	25/10/2017	14/11/2017	UGC
STC	Aligarh Muslim University	06/11/2020	12/11/2020	UGC

12. Date of Effect : 07.01.2021

Dr. Karabi Devi, Assistant Professor, Stage III appeared before the Screening cum Evaluation Committee comprising of the Chairperson, Governing Body, Golaghat Commerce College, Principal, Golaghat Commerce College, two V.C.'s Nominees, two subject experts nominated by V.C. of Dibrugarh University along with Vice Principal, Golaghat Commerce College for consideration of her placement in the grade of Associate Professor (Stage IV) held on 25th November, 2021 at the office of the Principal, Golaghat Commerce College. The committee verified all the documents along with API proforma submitted by her. The documents and API proforma submitted by her were found to be genuine. Her Academic work and interview performance were also found to be satisfactory.

Dr. Karabi Devi fulfilled the mandatory requirements laid down by UGC for placement in the grade of Associate Professor. Stage IV. The committee, therefore, recommends him for placement in the Stage IV

(a) API Score, Category wise in the assessment period:

Assessment Period: 07.01.2018 to 06.01.2019

Category I : 105 (75 per year out of 125)
 Category II : 31 (15 per year out of 50)
 Total of I & II : 136 (Not less than 100)
 Category III : 19.50 (15 per assessment period)

Assessment Period: 07.01.2019 to 06.01.2020

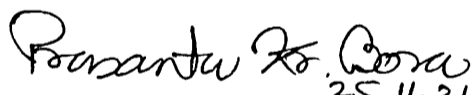
Category I : 108 (75 per year out of 125)
 Category II : 32 (15 per year out of 50)
 Total of I & II : 140 (Not less than 100)
 Category III : 20 (15 per assessment period)

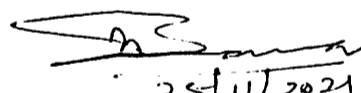
Assessment Period: 07.01.2020 to 06.01.2021

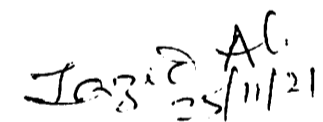
Category I : 105 (75 per year out of 125)
 Category II : 30 (15 per year out of 50)
 Total of I & II : 135 (Not less than 100)
 Category III : 44 (15 per assessment period)

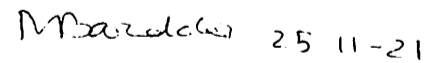
(b) Expert Assessment Score:

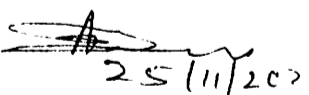
Contribution to Research (20)	Domain Knowledge and Practices (60)	Interview Performance (20)	Total (100)
13.14	52.86	14.71	80.71

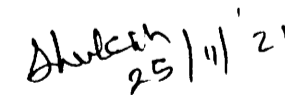

 (Sjt. Prasanta Bora)
 25.11.21
 President (G.B.)
 Golaghat Commerce College
 President
 Governing Body
 Golaghat Commerce College

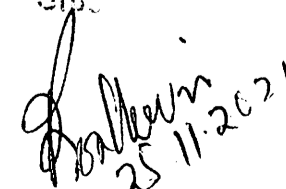

 25/11/2021
 (Dr. Utpal Sarma)
 Principal
 Golaghat Commerce College
 Principal
 Golaghat Commerce College
 Golaghat, Assam, India


 25/11/21
 (Prof. Tazid Ali)
 Deptt. of Mathematics
 Dibrugarh University
 V.C.'s Nominee
 Professor
 Deptt. Of Mathematics
 Dibrugarh University


 25/11/21
 (Mrs. Monimala Bordoloi)
 (Rtd.) Associate Professor
 Deptt. of Mathematics
 D.K.D. College
 V.C.'s Nominee



 25/11/2021
 (Mr. Ajit Kumar Das)
 Associate Professor
 Deptt. of Mathematics
 Sibsagarh College
 Subject Expert
 Head of the
 Deptt.- Mathematics
 Sib. College

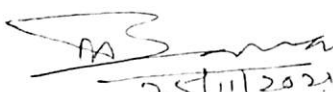

 25/11/21
 (Mr. Jiten Phukan)
 Associate Professor
 Deptt. of Mathematics
 Nazira College
 Subject Expert
 Department of Mathematics
 Nazira College



 25/11/2021
 (Dr. Prodip Borthakur)
 Vice President

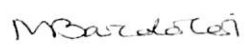
(b) Expert Assessment Score:


Contribution to Research (20)	Domain Knowledge and Practices (60)	Interview Performance (20)	Total (100)
13.14	52.86	14.71	80.71.

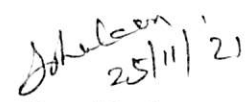

(Sjt. Prasanta Bora)^{25.11.21}
President (G.B.)
Golaghat Commerce College
President
Governing Body
Golaghat Commerce College



25/11/2021
(Dr. Utpal Sarma)
Principal
Golaghat Commerce College
Principal
Golaghat Commerce College
Golaghat, Assam, India


25/11/21
(Prof. Tazid Ali)
Deptt. of Mathematics
Dibrugarh University
V.C.'s Nominee
Professor
Deptt. Of Mathematics
Dibrugarh University


25-11-21
(Mrs. Monimala Bordoloi)
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D.K.D. College
V.C.'s Nominee
Associate Professor
Department
DKD College Dergaon


25/11/2021
(Mr. Ajit Kumar Das)
Associate Professor
Deptt. of Mathematics
Sibsagarh College
Subject Expert
Head of the
Deptt.- Mathematics
Sibsagarh College


25/11/21
(Mr. Jiten Phukan)
Associate Professor
Deptt. of Mathematics
Nazira College
Subject Expert


25.11.2021
(Dr. Prodip Borthakur)
Vice Principal
Golaghat Commerce College
Vice Principal
Golaghat Commerce College
Golaghat

GOVERNMENT OF ASSAM



**THE ASSAM MINISTERIAL DISTRICT
ESTABLISHMENT SERVICE RULES**

1967

1979

**PRINTED AT THE ASSAM GOVERNMENT PRESS
GAUHATI-21**

The 10th August 1967

No.ABP.161/60/243.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Assam is pleased to make the following rules regulating recruitment and conditions of service of persons appointed to the Assam Ministerial District Establishment Service, namely :—

**The Assam Ministerial District Establishment Service Rules,
1967**

PRELIMINARY

Short title and commencement. 1.(1) These rules may be called "The Assam Ministerial District Establishment Service Rules, 1967."

(2) They shall come into force at once.

Definitions 2. In these rules unless there is anything repugnant in the subject or context—

(1) "appointing authority" means (a) Commissioner in the case of appointment to the posts of Revenue Sheristadars, Sadar Head Assistants and Subdivisional Head Assistants and (b) Deputy Commissioner in the case of appointment to all other ministerial posts in the District Establishment ;

(2) "Commissioner" means the Commissioner of the Division in which the District is included;

(3) "Deputy Commissioner" means the Deputy Commissioner of the District;

(4) "District Establishment" means and includes all non-gazetted ministerial staff in the offices of the Deputy Commissioner, Subdivisional Officers, Sub-Deputy Collectors and Block Development Officers of the District;

Note—Officers of Deputy Commissioners and Subdivisional Officers shall include branches like Supply, Textile, Election, Revenue Excise, Development and other general branches.

(5) "Government" means Government of Assam;

(6) "Member of the service" means a member of the Assam Ministerial District Establishment Service;

(7) "Subdivisional Officer" means the Officer-in-charge of the general administration of a Subdivision of a District ;

(8) "Sub-Deputy Collector" means the officer placed in-charge of a Revenue circle;

(9) "Service" means the Assam Ministerial District Establishment Service ;

(10) "Year" means the English Calendar year.

CADRE

Service 3.(1) The service shall comprise of the following categories of posts—

- (i) Revenue Sheristadar ;
- (ii) Sadar Head Assistant ;
Subdivisional Head Assistant ;
- (iii) Supervisory Assistant ;
- (iv) Sadar Nazir ;
- (v) Upper Division Assistant,
Subdivisional Nazir;
- (vi) Lower Division Assistant.

(2) Each of the categories of posts in sub-rule (1) shall form an independent cadre. Members of a lower cadre shall have no claim for appointment to any of the higher cadres except in accordance with the provisions made in these rules.

Status of the Service. 4- The status of the members of the service shall be that of Class III non-gazetted ministerial service.

Strength of the Service. 5. The number of posts, permanent as well as temporary, under each of the categories mentioned in sub-rule (1) of rule 3 shall be such as may be determined by Government from time to time.

RECRUITMENT

Recruitment. 6. Recruitment to the service shall be made by the appointing authority according to the procedure laid down below—

(1) **Sheristadar**—By selection from amongst persons who must have served for at least 15 years in any Deputy Commissioner's establishment and have experiences of different branches in general and of revenue branch in particular.

(2) **Sadar Head Assistant/Subdivisional Head Assistant**—By selection from amongst the Supervisory Assistants who have rendered not less than 3 years of continuous service as Supervisory Assistant in any Deputy Commissioner's Establishment.

Note—Vacancies to the posts of Sheristadar/Sadar Head Assistant/Subdivisional Head Assistant shall be advertised by the Deputy Commissioner concerned inviting applications from suitable persons fulfilling the requirements of the posts. On receipt of the applications the Deputy Commissioner shall forward the same with his views together with character rolls and other relevant papers concerning the applications to the Commissioner concerned who shall make the selection strictly on merit and make the appointment.

(3) **Supervisory Assistant**—By promotion of the Sadar Nazir of the Districts Establishment concerned. If more than one vacancy are to be filled up at the same time, the other vacancies shall be filled up by promotion on the basis of seniority-cum-merit from amongst the Upper Division Assistants (including Subdivisional Nazir) of the District Establishment concerned who have rendered not less than 7 years of service in the District Establishment concerned out of which at least 3 years shall be of continuous service as Upper Division Assistant or Subdivisional Nazir on the 1st day of the year in which the promotion is made.

Note—For the purpose of promotion of the Upper Division Assistant (including Sadar Nazir), the Deputy Commissioner shall prepare a select list at the beginning of each year taking into account the number of vacancies likely to occur during the year in question. The Deputy Commissioner shall associate the Subdivisional Officers in the selection. The criterion for selection shall be on the basis of seniority-cum-merit and the select list shall remain valid for one year. It shall be reviewed after one year and all those eligible shall again be considered.

(4) **Sadar Nazir**—By promotion from the select list prepared as per provisions in the Note below sub-rule (3) from amongst the Upper Division Assistants (including Subdivisional Nazir) of the District Establishment concerned who have rendered not less than 7 years of service in the District Establishment concerned out of which at least 3 years shall be of continuous service as Upper Division Assistant or Subdivisional Nazir on the 1st day of the year in which the promotion is made.

Note—A person selected for the post of Sadar Nazir shall be required to furnish such security as may be directed by Government from time to time for appointment as such.

(5) **Upper Division Assistant/Subdivisional Nazir**—By promotion on the basis of seniority-cum-merit from amongst Lower Division Assistants of the District Establishment concerned who have rendered not less than 5 years of service as Lower Division Assistant in the District Establishment concerned on the 1st day of the year in which the promotion is made.

Note—(1) The posts of Upper Division Assistant and Subdivisional Nazir are equivalent and incumbents are interchangeable. The appointment of Nazir shall be tenure appointment for three years and he shall be required to furnish such security as may be directed by Government from time to

time. The posts of Subdivisional Nazir shall carry such special pay as may be ordered by Government from time to time.

Note—(2) For the purpose of promotion the Deputy Commissioner shall prepare a select list at the beginning of each year taking into account the number of vacancies likely to occur during the year in question. The Deputy Commissioner shall associate the Subdivisional Officer and the Sub-Deputy Collector in the selection. The criterion for selection shall be on the basis of seniority-cum-merit. The select list shall remain valid for one year. It shall be reviewed after one year and all those eligible shall again be considered.

(6) Lower Division Assistant—(a) By direct recruitment on the basis of a competitive examination to be conducted by the Deputy Commissioner at the beginning of each year unless otherwise directed by Government in this behalf :

Provided that in the office of the Deputy Commissioner, United Khasi-Jaintia Hills the recruitment shall be made through the Employment Exchange in such manner as may be directed by Government from time to time.

Note—At the beginning of each calendar year the Deputy Commissioners shall call for applications to fill up temporary vacancies of any kind which are likely to occur in course of the year in their respective establishments. On receipt of applications by a specified date, a test shall be held and a list of all candidates suitable for appointment to the posts of Lower Division Assistants shall be prepared in order of merit by the Deputy Commissioner. The list shall remain valid for one year unless it is exhausted earlier and one such list shall be prepared every year. The Deputy Commissioner shall make all appointments during the year from such a select list. The syllabus for such tests shall be as specified in the Schedule I.

(b) By selection on the basis of seniority-cum-merit from amongst Grade IV staffs of this district establishment concerned who have passed the Higher Secondary or equivalent examination and have rendered at least 7 years of continuous service in the district establishment on the 1st day of the year in which selection is made.

Note—(i) The proportion of vacancies to be filled in any year according to clauses (a) and (b) of sub-rule (6) of rule 6 shall be 90:10 respectively. In the event of sufficient number of qualified or suitable persons not being available in category (b), the balance shall be made up from category

(a), i.e., through direct recruitment. Here vacancies shall include both permanent and temporary vacancies.

(ii) Appointment by selection under clause (b) of sub-rule (6) of this rule shall be made by the Deputy Commissioner from amongst the eligible Grade IV staffs.

Conditions
of eligibility

7. In order to be eligible for competing in the examination for appointment as Lower Division Assistant, a candidate must satisfy the following conditions—

(i) **Nationality**—He must be a citizen of India,

(ii) **Age limits**—He must not be less than 18 years of age and more than 25 years of age on the first day of the year in which the examination is held :

Provided that in the case of candidates belonging to special categories, the upper age limit shall be subject to such relaxation as may be made by Government from time to time.

Explanation—“Special categories” means persons belonging to Schedule Castes/Scheduled Tribes, Political Sufferers, War Service candidates and such other persons or class of persons as may be notified by Government from time to time.

(iii) **Educational qualification**—He must have passed the Higher Secondary Examination from a recognised University/Board or any examination declared equivalent thereto by the Government.

Note—Pending conversion of all the existing schools into Higher Secondary Schools, and during the transitional period when both the old courses and the new courses continue together, the instructions issued by Government from time to time in this regard shall be followed.

(iv) He must not have more than one wife living ; provided the Government may for good and sufficient reasons exempt any candidate from the operation of this condition.

(v) No candidate shall be eligible for appointment if he, after undergoing such medical examination as Government may specify is found to be not in good mental or bodily health and not free from any mental or physical defect, likely to interfere in the discharge of his duties.

(vi) The candidates shall be considered for appointment in the Lower Division Cadre in the order in which their names appear in the list subject to such reservations for Scheduled Castes, Scheduled Tribes, etc., as may be directed by Government from time to time.

(vii) Inclusion of a candidate's name in the list shall confer no right to appointment unless the appointing authority is satisfied after such enquiry as he may consider necessary that the candidate is suitable in all respects for appointment.

Gradation list.

8. A gradation list of the staff of the amalgamated establishment shall be prepared by the Deputy Commissioner every year and the same shall be approved by the Commissioner and published once a year.

CONFIRMATION, SENIORITY, ETC.

Confirmation

9. (1) Subject to availability of a permanent vacancy, every member of the service shall be confirmed in the grade to which he is appointed if he—

(a) has completed at least one year of service to the satisfaction of the appointing authority; and

(b) is considered fit for confirmation by the appointing authority.

(2) Subject to the aforesaid conditions, confirmation shall be made on the basis of seniority as determined under rule 11.

Discharge or reversion before confirmation.

10. At any time before confirmation a member is liable to be reverted to his next lower rank or to a lower post on which he holds a lien or be discharged from the service in case he is a direct recruit, if he cannot qualify for such confirmation even after a second chance or if his performance of duty has not been satisfactory and/or if the appointing authority finds him otherwise unfit to hold the post.

Seniority

11. (i) In the Lower Division Cadre, the seniority shall be according to the date of appointment, if the persons join the appointments within 15 days of the receipt of the order of appointment :

Provided that in case of a person is prevented from joining within the said period of 15 days by

circumstances of a public nature or for reasons beyond his control, the appointing authority may extend it for a further period of 15 days. If the period is not so extended, his seniority shall be determined in accordance with the date of joining.

When however more than one person are appointed on the same date their *inter-se* seniority shall be determined according to their position in the merit list prepared by the Deputy Commissioner as mentioned in Note below clause (a) of sub-rule (6) of rule 6 :

Provided further that in the case of assistant in the Office of the Deputy Commissioner, United Khasi-Jaintia Hills, their *inter-se* seniority shall be in the order of preference as arranged by the appointing authority in consultation with the Director of Employment and Craftsman Training, Assam, *inter-se* seniority among Lower Division Assistants appointed under clauses (a) and (b) of sub-rule (6) of rule 6 on the same date shall be according to the following order—

- (a) Assistants appointed under clause (a) of sub-rule (6) of rule 6.
- (b) Assistants appointed under clause (b) of sub-rule (6) of rule 6.
- (ii) In the Upper Division (including Subdivisional Nazir) cadre, the seniority shall be according to the position in the Select List from which the promotion to posts of Upper Division Assistant is made.
- (iii) In the Supervisory Assistant Cadre, the seniority shall be according to the position in the Select List from which promotion to the posts of Supervisory Assistants is made.
- (iv) In the Head Assistant Cadre, the seniority shall be according to the date of promotion to the post of Head Assistant.
- (v) In the Revenue Sheristadar Cadre, the seniority shall be according to the date of appointment.
- (vi) If confirmation of a member of the service in a cadre is delayed on account of his failure to qualify for such confirmation, he shall lose his position in order of seniority in that cadre *vis-a-vis* such of his juniors as any be confirmed earlier than him. His original position in that particular cadre shall, however, be restored on his confirmation subsequently.

Right of appeal 12. Every member of the service shall have the right to appeal from the orders of Deputy Commissioner to the Commissioner and from the orders of the Commissioner to Government.

They shall have no further right of appeal.

Pay 13. The scale of pay admissible to members of different cadres shall be as shown in Schedule II subject to such revision as may be made by Government from time to time.

MISCELLANEOUS

Leave, Pension etc. 14. Except as provided in these rules, all matters relating to pay, allowances, leave, pension, discipline and other conditions of service shall be regulated by general rules framed by Government from time to time.

Power to dispense with or relax any rule. 15. Where the appointing authority is satisfied that the operation of any of these rules may cause undue hardship in any particular case, it may dispense with or relax the requirement of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner:

Provided that the case of any person shall not be dealt with in any manner less favourable to him than that provided in any of these rules.

Interpretation. 16. If any question arises relating to the interpretation of these rules, it shall be referred to the Government in the Appointment Department whose decision thereon shall be final.

Repeal and savings. 17. Any rules corresponding to these rules in force immediately before the commencement of these rules are hereby repealed.

Notwithstanding such repeal any order made or any action taken under the rules so repealed shall be deemed to have been validly made or taken under the corresponding provisions of these rules.

SCHEDULE—I

[Rule 6 (6) (a)]

The Syllabus for test for direct recruitment

Subject	Mark
1. General English	100
2. Precis Writing	100
3. Drafting	100
4. Interview	100

SCHEDULE II

(rule 13)

Post	Scale of pay
1. Revenue Sheristadar	Rs. 400—20—500—(E.B.)— 20—600
2. Head Assistant (Sadar and Subdivi- sional).	Rs. 300—12.50—350—(E.B.)— —12.50—425.
3. Supervisory Assistant	Rs. 250—8—298—(E. B.)— 8—314 . 9—350.
4. Sadar Nazir	Rs. 225—7—260—(E. B.)— 7—302—8—350.
5. Upper Division Assistant (Including Subdivisional Nazir*)	Rs. 200—6—236—(E. B.)— 8—300.
6. Lower Divisional Assistant	Rs. 125—4—145—(E. B.)— 4—165—(E. B.)—5—200.

*A Subdivisional Nazir shall be allowed a special pay of Rs 20.00 per month.

A. N. KIDWAI,
Chief Secy. to the Govt. of Assam.

The 18th June 1969

No. ABP. 161/60/421.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Assam is pleased to make the following amendments to the Assam Ministerial District Establishment Service Rules, 1967, namely:—

In the said rules—

1. In Clause (iv) of sub-rule (1) of rule 3, the words "Sadar Nazir" shall be deleted and the existing clauses (v) and (vi) shall be renumbered as clauses (iv) and (v) respectively.

2. In clause (iv) so renumbered of sub-rule (1) of rule 3, the words "Sardar Nazir and" shall be inserted before the words "Sub-divisional Nazir".
3. For sub-rule (3) of rule 6, the following shall be substituted, namely :—“(3) Supervisory Assistant—By promotion on the basis of seniority-cum-merit from amongst the U. D. Assistant (including Sadar and Subdivisional Nazirs) of the District Establishment concerned who have rendered not less than 7 years of service in the District Establishment concerned out of which at least 3 years shall be of continuous service as U. D. Assistant (including service as Sadar or Subdivisional Nazir) on the 1st day of the year in which the selection for promotion is made”.
4. In the Note below sub-rule (3) of rule 6—after the words “Sadar Nazir” appearing in bracket in the second line, the words “and Subdivisional Nazir” shall be inserted.
5. The whole sub-rule (4) of rule 6 and the Note thereunder shall be deleted and the existing sub-rules (5) and (6) shall be renumbered as sub-rules (4) and (5) respectively.
6. In sub-rule (4) so renumbered of rule—6—the stroke between the words “Upper Division Assistant” and the words “Subdivisional Nazir” shall be deleted and for the words “Subdivisional Nazir” the words “(including Sadar and Subdivisional Nazir)” shall be substituted.
7. For Note (1) below sub-rule (4) so renumbered of rule 6, the following shall be substituted, namely:—

“Note (1) the posts of Upper Division Assistant, Sadar Nazir and Subdivisional Nazir are equivalent and incumbents are interchangeable. The term of appointment of Nazir (Sadar or Sub-divisional) shall be for such period as the appointing authority may decide but shall not in any case exceed three years and he shall be required to furnish such security as may be directed by Government from time to time. The post of Nazir (Sadar or Subdivisional) shall carry such special pay as may be ordered by Government from time to time” and shall be filled up by selection from amongst the U. D. Assistants having at least 3 years service as such”.
8. In sub-rule (ii) of rule 11—the words “Sardar Nazir and” shall be inserted between the words “including” and the words “sub-divisional Nazir” appearing in bracket in the first line.
9. For Schedule II the following shall be substituted, namely :—

SCHEDULE II*(Rule 13)*

Name of post	Scale of pay
	Rs.
1. Revenue Sheristadar	400—20—500—(E. B.)— 20—600.
2. Head Assistant (Sadar and Sub-Divisional).	300—12·50—350—(E·B.)— 12·50—425.
3. Supervisory Assistant	250—8—298—(E. B.)— 8—314—9—350.
4. Upper Division Assistant (including Sadar Nazir and Subdivisional Nazir)*	200—6—236—(E.B.)—8— 300.
5. Lower Division Assistant	125—4—145—(E.B.)—4— 165—(E.B.)—5—200.

*A Sadar Nazir and a Subdivisional Nazir shall be allowed special pay of Rs.40 per mensem and Rs.20 per mensem respectively.

These amendments shall be deemed to have come into force with effect from the 1st October' 1967.

A. N. KIDWAI,
Chief Secretary to the Government of Assam.

ACADEMIC
DAIRY

SONASHREE DAS
ASSISTANT PROFESSOR
DEPARTMENT OF ACCOUNTANCY
GOUGHAT COMMERCE COLLEGE

FOR THE MONTH OF JUNE 2019

ACTIVITY RECORD

classmate

Date _____

Page _____

DATE ACTIVITY REMARKS

10.06.2019

* Casual Leave

~~Present~~

11.06.2019

* Answer script evaluation

~~Present~~

12.06.2019

* Answer script evaluation

~~Present~~

13.06.2019

* Answer script evaluation
* Class of H.S. 1st yr, 2-3pm
Topic - Introduction to Accounting,
objectives, advantages,
limitations, related
concepts.

~~Present~~

14.06.2019

* Research work
* Class of H.S. 1st yr, 1-2 pm
Topic - Qualitative Characteristics
of Accounting,
Users of Accounting
Information, Basic Terms.
Types of Accounting.

~~Present~~

15.06.2019 * M.COM exam duty (10.30am - 1.30pm)

Bas

* Research work

* Participation in Dept. Class Routine Preparation

~~Signature~~
17/6/19

~~Signature~~
17/6/19
Principal, IIC
Golaghat Commerce College
Golaghat, Assam

17.06.2019 * M.com exam duty, 10.30 am - 1.30 pm

Bas

* answer script scrutiny

18.06.2019 * Class of B.com 1st sem

Bas

Sub: Financial Acc., 9.00am - 10.00am

Topic - Accounting as an Inforⁿ system, Users of Acc. Inforⁿ, Qualitative Characteristics

* M.com exam duty, 10.30 am - 1.30 pm

* answer script scrutiny.

19.06.2019 * Class of B.com 1st Sem

Sub: ~~Financial Acc~~

Financial Acc, 10.00am -

11.00 am

PPS
19/06/19

Topic: - Limitation / Objectives of
Accounting, Basis of Acc,
Types of Accounting.

* answer script scrutiny.

* Class of H.S 1st year.

Sub: Accountancy, 1.00pm - 2.00pm

Topic: Accounting Principles,
GAAP, Concepts of
Accounting (5)

20.06.2019 Rabha Diwas celebration

PPS

21.06.2019 * Class of B.com 3rd Sem

Sub: Financial Management (11.00 am)

Topic: - Capital, Working
Capital Concept, Importance
Factors determining Working
Capital Requirement.

PPS

* Class of H.S. 1st year
 Sub: Accountancy, 1.00pm - 2.00pm
 Topic: Test on previously discussed topics followed by a 10 minutes discussion on Question patterns and answering patterns in exams.

22.06.2019 * Class of H.S. 1st year.
 12.00pm - 1.00pm, Accountancy
 Topic :- Accounting Concepts
 (7) + (1)

* Class of B.Com 5th Sem
 1.00pm - 2.00pm, Direct Tax
 Topic :- Various concepts of Tax, Income under the head House Property, Concepts relating to Rental Value

* Participation in ACTA meeting, 2.15pm onwards.

Bar

24.06.2019 * Class of 3rd Sem, 11.00AM-12.00 PM

Practical Problem relating to Working Capital Management, Types of Working Capital

P106-20-156

* Class of B.Com 5th Sem 12.00pm - 1.00pm

Rules relating to determination of Annual Value

* Research Work

Par

25.06.2019 * Class of B.Com 5th Sem 10.00 am - 11.00 am

Practical problems relating to determination of Annual Value of a property.

* Research Work

Par

26.06.2019 * Research Work

* ~~Part~~ International Day Against abuses of Drugs and illicit trafficking observation.

Par

25/6/19

Principal, IC
Golaghat Commerce College
Golaghat, Assam

01-02-19		<u>Bar</u>
02.12.19	Holiday	
02.12.19	* Exam duty (Mon)	
	* Women cell meeting partici- -pation.	<u>Bar</u>
04.12.19	* Copy checking, * M.com class.	<u>Bar</u>
05.12.19	* H.S 1st year class * M.com copy checking (Sessional) * Library visit.	<u>Bar</u>
06.12.19	* H.S 1st year class * Exam duty (Eve)	<u>Bar</u>

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6/12/17

Principal
Golaghat College, Golaghat

15.12.19 to 16.01.2020	Semester Vacation.	<u>Was</u>
17.01.2020	Restricted Holiday.	<u>Was</u>
18.01.2020	Casual Leave	<u>Was</u>
19.01.2020	Sunday	
20.01.2020	Staff Meeting, Routine Preparation.	<u>Was</u>
21.01.2020	Routine Preparation, Magazine preparation with students	<u>Was</u>
22.01.2020	ACTA meeting, Library visit	<u>Was</u>
23.01.2020 24.01.2020	College Week	Was
25.01.2020	College Week	<u>Was</u>
27.01.2020 to 28.01.2020	No Class	
29.01.2020	Saraswati Pujan	<u>Was</u>
30.01.2020	No Class.	<u>Was</u> 21.1.20

~~23.01.2020~~
24.01.2020

Galaghat Commerce College
Galaghat

19/09/21

SUNDAY

20/09/21

Involvement in Departmental activity (Flyer preparation to revive 'Transaction')

Copy checking of B.Com 4th Sem Backlog & SAPM.

Trust Society Activities

Involvement in B.Com 4th Sem Examination (Backlog) activities (ENVS).

21/09/21

Copy Checking (B.com 4th Sem Backlog paper) (AUDCA)

Involvement in Dept. Record Keeping Activities

Involvement in Act. relating to students selection process (5th Sem).



22/09/2021

Invigilation Duty (10am - 12.30pm)

Involvement in Thrift society activities.

23/09/2021 Copy checking (Auditing)
B.com 4th Sem Non-CBCS

Involvement in Thrift society activity,

Class of B.com 5th Sem
Financial Management, 1.00pm - 2pm.

24/09/2021

Involvement in Thrift society work.

Class of B.com 3rd Sem
ITLP, 12.00pm - 1.00pm

Class of H.S 2nd year
Accountancy 1.00pm - 2.00pm No Students

Involvement in departmental
Record keeping activities

25/09/2021 Involvement in Thrift Society work.

Involvement in Departmental activities (filing, Document sorting, etc)

26/09/2021 Sunday

27/09/2021 Casual leave.

28/09/2021. Class of B.Com 3rd Sem
T.TLP (11.00AM-12.00 PM)

Departmental activities

Thrift Society meeting
2.30pm - 4.30pm

29/09/2021 9.00AM - 10.00AM Higher Secondary Class, Accy
10.00AM - 11.00AM, B.Com

3rd Sem Class, T.TLP
Thrift Society activities
12.00pm - 2.00pm -
Department Meeting

30/09/2021 Thrift Society Activities

H.S 2nd year Acc Class
12:00pm - 1:00pm

No students

Library Visit

Seit
Vice Prin.
Golaghat Commerce
Golaghat

01/10/2021 Class of 5th Sem,
Advanced Financial
Accounting, 11-12pm
Library Visit

04/10/2021 B.Com 1st Sem Class
FACC, 10am - 11am
Introductory Class.

B.Com 3rd Sem Class
TLP, 12pm - 1pm
Online

Departmental Activities
relating to reqⁿ/repairs
application / recording.

Assam Schedule III (Sec. 1)
Form No. 68
[Revised 1940]
(F. T. Form— 16 Saleable)

SERVICE BOOK

চাকৰীৰ খতিয়ান বহী

Name RAJESH JAISWAL

নাম

Address Goalaghat Commerce College

ঠিকনা

Designation LECTURER in Commerce Dept.

পদবী

(ASSOCIATE PROFESSOR)

Assam Schdule III (Sec. I)
Form No. 63
[Revised 1940]
(F. T. Form - 16 Saleable)

SERVICE BOOK

চাকৰীৰ খতিয়ান বহী

Name :	Sonashree Das
নাম	
Address :	Golaghat Commerce College
ঠিকনা	
Designation :	Lecturer, Dept of Accountancy
পদবী	

**OFFICE OF THE PRINCIPAL
GOLAGHAT COMMERCE COLLEGE
Student's Feedback**

Sem : _____ Course : _____ Date : _____

Programme Name (B.A./ B.Com.) / শাখা (কলা / বাণিজ্য) :
Faculty Name / শিক্ষক / শিক্ষয়িত্রীৰ নাম :
Subject Taught / পাঠদান কৰা বিষয় :
Course Code / বিষয়ৰ সাংকেতিক চিহ্ন :

Student's CGPA / Marks % / শিক্ষার্থীৰ CGPA / নম্বৰৰ শতাংশ :

Percentage of classes attended / শ্ৰেণীত উপস্থিতিৰ শতাংশ :

Dear Student,

You are requested to give your frank and objective opinion about the teaching faculty on under mentioned points. It will help us to improve and maintain the quality of teaching. Your response will be kept confidential.

Rank each point on a five point scale. Enter responses by filling ✓ (right) for selecting the option and × (cross) for rest of the options.

প্রিয় শিক্ষার্থী,

তলত উল্লেখিত আধাৰসমূহৰ ওপৰত শ্ৰেণীৰ শিক্ষক-শিক্ষয়িত্ৰীসকলৰ সম্পৰ্কত তোমাক মুক্ত মনেৰে আৰু বস্তুনিষ্ঠভাৱে মতামত আগবঢ়াবলৈ আহ্বান জনালো। এই মতামতে আমাৰ শিক্ষা প্ৰদানৰ গুণগত মানদণ্ডৰ উন্নতি সাধন আৰু ইয়াক বৰ্তাই ৰখাৰ ক্ষেত্ৰত সহায়ক হ'ব। তোমাৰ নাম আৰু মতামতৰ ক্ষেত্ৰত সম্পূৰ্ণৰূপে গোপনীয়তা অৱলম্বন কৰা হ'ব।

প্রতিটো আধাৰৰ বিপৰীতে পাঁচটা মূল্যায়ণৰ স্থান নিৰ্ধাৰণ কৰা হৈছে। শুদ্ধ বুলি ভবা স্থানত ✓ (শুদ্ধ) চিহ্নটো আৰু বাকীসমূহত × (ক্ৰছ) চিহ্নটো ব্যৱহাৰ কৰিবা।

Section A ('ক' বিভাগ) :

S. No. (ক্র. নং)	Points (আধাৰ)	Very Poor (অতি নিম্ন)	Poor (নিম্ন)	Average (সাধাৰণ)	Good (উত্তম)	Excellent (অতি উত্তম)
1	Ability to bring conceptual clarity and promotion of thinking ability by teacher বিষয়বস্তুৰ স্পষ্ট উপস্থাপনৰ দক্ষতা আৰু শিক্ষার্থীৰ চিন্তাৰ বিকাশত শিক্ষকজনৰ অৰিহণা					
2	Motivation provided বিষয়বস্তুৰ প্ৰতি আগ্ৰহী কৰি তোলা					
3	Teacher's Communication Skill ভাৱ বা তথ্যৰ আদান-প্ৰদানত শিক্ষকজনৰ পাৰদৰ্শিতা					

S. No. (ক্র. নং)	Points (আধাৰ)	Very Poor (অতি নিম্ন)	Poor (নিম্ন)	Average (সাধাৰণ)	Good (উত্তম)	Excellent (অতি উত্তম)
4	Teacher's Regularity and Punctuality শিক্ষকজনৰ নিয়মানুবর্তিতা আৰু সময়ানুবর্তিতা					
5	Teacher's Subject Knowledge বিষয়বস্তুৰ সম্পৰ্কত শিক্ষকজনৰ জ্ঞানৰ গভীৰতা					
6	Completion and Coverage of course পাঠ্যক্রমৰ সম্পূৰ্ণতা আৰু সামগ্ৰিকতা					
7	Complements theory with practical example তাত্ত্বিক বিশ্লেষণত ব্যৱহাৰিক উদাহৰণৰ প্ৰয়োগ					
8	Teacher interaction and guidance outside of the class শ্ৰেণীকক্ষৰ বাহিৰত শিক্ষকজনৰ ভাব-বিনিময় আৰু দিগদৰ্শন					
9	Teacher's computer / IT skills, if applicable প্ৰয়োজনত শিক্ষকজনৰ কম্পিউটাৰ / আধুনিক প্ৰযুক্তিৰ প্ৰয়োগৰ দক্ষতা					
10	Teacher's overall performance শিক্ষকজনৰ সামগ্ৰিক দক্ষতা					

Section B ('খ' বিভাগ) :

S. No. (ক্র. নং)	Points (আধাৰ)	Yes (হয়)	No (নহয়)	No Comments (কোনো মন্তব্য নাই)
1	Results of test declared within 2 weeks of being conducted পৰীক্ষা অনুষ্ঠিত কৰাৰ পৰা দুই সপ্তাহৰ ভিতৰত ফলাফল ঘোষণা			
2	Adequate number of assignment and cases given উপযুক্ত সংখ্যক 'এছাইনমেণ্ট' আৰু যুক্তিপূৰ্ণ কাৰ্য প্ৰদান			
3	Would you recommend him/her to teach the same subject to your juniors উক্ত শিক্ষকজনেই তোমাৰ অনুজসকলক একে বিষয়তে শিক্ষা প্ৰদান কৰাটো বিচাৰানে?			
4	Would you recommend him/her to teach you any other subject উক্ত শিক্ষকজনে তোমাক আন বিষয়ৰো পাঠদান কৰাটো বিচাৰানে?			
5	In your opinion is this syllabus adequate তোমাৰ মতামত অনুসৰি বৰ্তমানৰ পাঠ্যক্রম উপযুক্তনে?			

Section C ('গ' বিভাগ) :

a. What are the strengths of the teacher ?

শিক্ষকজন কোন কোন দিশত দক্ষ বা সবল ?

Ans (উত্তৰ) :

b. What are the areas of weaknesses in teacher ?

শিক্ষকজন কোন কোন দিশত দুৰ্বল ?

Ans (উত্তৰ) :

c. Any other suggestion (regarding curriculum / subject(s) / faculty)

তোমাৰ আন কোনো পৰামৰ্শ (মহাবিদ্যালয়ৰ বিষয়সূচী / পাঠ্যক্রম / শিক্ষক-শিক্ষয়িত্ৰীৰ সম্পৰ্কত)

Ans (উত্তৰ) :

SCREENSHOT OF ONLINE FEEDBACK SYSTEM

The screenshot shows a web browser window displaying a Google Forms survey. The browser's address bar shows the URL: docs.google.com/forms/d/1fRSn55Y1Bd6-L_Z_QPYiRSwQsB-LdMRnUcp4riGNSKM/edit. The survey title is "Student Satisfaction Survey 2020-21". The survey description reads: "IQAC, Golaghat Commerce College is conducting a Student Satisfaction Survey regarding Teaching – Learning and Evaluation, which will help to upgrade the quality in higher education. A student will have to respond to all the questions given in the following format with her/his sincere effort and thought. Her/his identity will not be revealed." The survey contains three visible questions, all of which are "Short answer text" type. The first question is "Name", the second is "Age", and the third is "Gender". Each question has a red asterisk indicating it is required. The survey has 270 responses. The Windows taskbar at the bottom shows the time as 12:05 PM on 08-Jul-22.

- **Online feedback system has been adopted for various batches to make the feedback system effective.**

PEER EVALUATION SYSTEM INITIATED IN THE INSTITUTION

Criteria 6 - Google Drive x PEER EVALUATION - Google Form x PEER EVALUATION (Responses) - x +

docs.google.com/forms/d/1N-qC_UvBh289Bxk5EMAKaPBfnduryfVprCO3IMq84w/edit

PEER EVALUATION

Questions Responses 40 Settings

PEER EVALUATION

Evaluate your colleagues for efficacy/applicability in the following categories:

Email *

Valid email

This form is collecting emails. [Change settings](#)

Name of the Peer teacher *

Short answer text

Encourages students to inculcate the values of fair play, honesty, courage and cooperation

Multiple choice

Search the web and Windows

7:51 AM
21-Jul-22

- **The Institution has initiated Peer Evaluation technique and it encourages the staff members to participate in the Peer Evaluation process**

Criterion I Curricular Aspects

Key Indicator - 1.1 Curricular Planning and Implementation

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last **SEVEN ACADEMIC** years:

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

NAME OF THE TEACHER: DR. PRANJAL PRATIM DUTTA

Compulsory to Attach Supporting Document

Year	Name of the body in which full time teacher participated
2013-14	1. Participated in Assessment /evaluation process of Dibrugarh University
2014-15	1. Participated in Assessment /evaluation process of Dibrugarh University
2015-16	1. Participated in Assessment /evaluation process of Dibrugarh University
2016-17	1. Participated in Assessment /evaluation process of Dibrugarh University
2017-18	1. Participated in Assessment /evaluation process of Dibrugarh University
2018-19	1. Participated in Assessment /evaluation process of Dibrugarh University 2. Participated in BoS of Dibrugarh University for development of Curriculum of UG and PG

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2019-20	1. Participated in Assessment /evaluation process of Dibrugarh University 2. Participated in BoS of Dibrugarh University for development of Curriculum of UG and PG
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Key Indicator - 2.4 Teacher Profile and Quality

2.4.3 Teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Name of the Full-time teacher	PAN	Designation	Year of appointment	Nature of appointment (Against Sanctioned post, temporary, permanent)	Name of the Department
DR. PRANJAL PRATIM DUTTA	AJQPD4486L	Assistant Professor	2005 Year of sanction 2008	Permanent	ACCOUNTANCY

2.4.2 Teachers with Ph.D. / D.M. / M.Ch. / D.N.B Super speciality / D.Sc. / D.Litt. during the last seven years (consider only highest degree for count)

Name of full time teacher with Ph.D./D.M/M.Ch./D.N.B Super speciality/D.Sc./D' Lit.	Qualification (Ph.D./D.M/M.Ch./D.N.B Super speciality/D.Sc./D' Lit) and Year of obtaining	Number of full time teachers with PhD./ D.M. / M.Ch. / D.N.B Super speciality / D.Sc. / D.Litt	Is the teacher still serving the institution/If not last year of the service of Faculty to the Institution
DR. PRANJAL PRATIM DUTTA	Ph.D.	-----	YES

Date: 15/02/2021

Name: DR. PRANJAL PRATIM DUTTA

Department: ACCOUNTANCY

Signature:



Criterion III – Research, Innovations and Extension

Key Indicator - 3.1 Resource Mobilization for Research

3.1.2 Research projects funded by government and non -government agencies during the last seven years

Name of the Project/ Endowments, Chairs	Name of the Principal Investigator/Co-investigator	Department of Principal Investigator	Year of Award	Amount Sanctioned	Duration of the project	Name of the Funding Agency	Type (Government/non- Government)
The Impact of MGNREGA for changing the lives of the Rural Poor- A study in Golaghat District of Assam	DR. PRANJAL PRATIM DUTTA	ACCOUNTANCY	2015	1,75,000	Two Years	UGC	Govt.

Key Indicator - 3.2 Research Publication and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last SEVEN YEARS

Date: 15/02/2021

Name: DR. PRANJAL PRATIM DUTTA

Department: ACCOUNTANCY

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Name of the teacher:					
Department:					
Title of paper	Name of the author/s	Name of journal	Year of publication	ISSN number	Link to the recognition in UGC enlistment of the Journal
A Study on The Employment Welfare Measures at Numaligarh Refinery Ltd.: Golaghat	Dr.PranjalPratimDutta	Research Promoter	2013-14	ISSN 2231-0193	
India's Act East Policy: Problems and Prospects in North East India	Dr.PranjalPratimDutta	Research Promoter	2015-16	ISSN 2231-0193	
Empowering Lives through Mahatma Gandhi NREGA: A Study in Golaghat District of Assam	Dr.PranjalPratimDutta	Research Revolution	2016-17	ISSN 2319-300X	
Cost and profitability analysis of per kg made tea" a case study of Halmira Tea Estate of Assam, India	Dr.PranjalPratimDutta	Asian Journal of Research in Business Economics and Management ISSN	2016-17	ISSN 2249-7307	UGC Link
Cost and Profitability Analysis of Small Tea Growers in Assam A Case Study of Podumoni ChangkalaGaon of Golaghat District of Assam	Dr.PranjalPratimDutta	Researchers World	2016-17	ISSN 2231-4172	UGC Link
Menace of Human Trafficking: Interrogating India's North- Eastern Region and Beyond	Dr.PranjalPratimDutta	Research Promoter		ISSN 2231-0193	

Date: 15/02/2021

Name: DR. PRANJAL PRATIM DUTTA

Department: ACCOUNTANCY

Signature:

Forensic Accounting in India: a new vibrant approach to prevent white colour crimes: an empirical study	Dr.PranjalPratimDutta	International Journal of basic and applied research	2017-18	ISSN 2249-3352 (P) 2278-0505 (E)	UGC Link

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last SEVEN years

Name of the teacher: DR. PRANJAL PRATIM DUTTA

Department: ACCOUNTANCY

Title of the book/chapters published	Title of the paper	Title of the proceedings of the conference	Name of the conference	National / International	Year of publication	ISBN/ISSN number of the proceeding	Affiliating Institute at the time of publication	Name of the publisher
Golaghat AitiyyaAruSamvardhan	A Study on Horticulture Mission for North East and Himalayan States: A case study of Jamuguri Circle of Golaghat District of Assam	-	-	National	2013-14	978-9381-069-56-4	-	Assam College Teachers Association
Use of Natural Resources for Sustainable Development	Plastic, The Environmental Effects and Sustainable	Use of Natural Resources for Sustainable	Use of Natural Resources	National	2013-14	978-93-82976-81-3	Furkating College, Assam	Furkating College, Assam

Date: 15/02/2021

Name: DR. PRANJAL PRATIM DUTTA

Department: ACCOUNTANCY

Signature:

	Development	Development	for Sustainable Development					
Rural Financing in N.E. Region of India	The Impact of MGNREGA for Changing the Lives of the Rural Poor: A Study in Golaghat Dist. of Assam	Rural Financing in N.E. Region of India	Rural Financing in N.E. Region of India	National	2015-16	978-93-85895-65-4	Golaghat Commerce College	Akinik Publications
Financial Statement Analysis	-	-	-	-	2015	978-93-272-5151-7	-	Kalyani Publishers
Impact of Lockdown	Impact of Covid-19 on the Growth of Small Tea Sector in Assam	-	-	-	2019-20	978-81-946373-3-2	-	Empyreal Publishing House
Security analysis and Portfolio Management	Portfolio and pricing models	-	-	-	2019-20	978-93-82785-50-7	Dibrugarh University	Directorate of Open and Distance Learning, Dibrugarh University
Security analysis and Portfolio Management	Mutual Fund operations and Portfolio Evaluation	-	-	-	2019-20	978-93-82785-50-7	Dibrugarh University	Directorate of Open and Distance Learning, Dibrugarh University
Ethnic Diversity of North East India and Indian and Indian Democracy	Tribal Welfare in India's North East: Present Scenario, Constitutional Provisions and the Way Forward	Ethnic Diversity of North East India and Indian	Ethnic Diversity of North East India and Indian Democracy	National	2019-20	978-93-82976-55-4	Furkating College	Furkating College

Date: 15/02/2021

Name: DR. PRANJAL PRATIM DUTTA

Department: ACCOUNTANCY

Signature: 

Advanced Cost and Management Accounting	-	-	-	-	2020	978-93-90541-73-7	-	Akinik Publications
Entrepreneurship in the New Era	-	-	-	-	2020	978-81-946375-8-5	-	Empyreal Publishing House

Key Indicator - 6.3 Faculty Empowerment Strategies

6.3.2 Teachers provided with financial support to attend conferences/workshop and towards membership fee of professional bodies during the last seven years

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
-	-	-	-	-


6.3.4 Teachers undergoing online/ face-to-face Faculty Development Programmes (FDP) during the last seven years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

Name of teacher who attended	Title of the program	Duration (from – to) (DD-MM-YYYY)
DR. PRANJAL PRATIM DUTTA	State-level Faculty Development Programme on Application of Information	06-06-2017 to 12-06-2017

Date: 15/02/2021

Name: DR. PRANJAL PRATIM DUTTA

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Signature: 

	&Communication Technology in Teaching	
	UGC Sponsored Refresher Course	01-08-2017 to 23-08-2017
	FDP on “ Behavioral Remodeling & use of ICT Tools for Classroom Delivery of Teachers”	22-10-18 to 31-10-2018
	FDP on “ Scilab and its Application”	04-11-2019 to 08-11-2019
	FDP on Emerging Business Issues	11-05-2020 to 15-05-2020
	FDP	01-06-2020 to 07-06-2020
	FDP on Agricultural and Rural Marketing in India	20-07-2020- to 26-07-2020
	FDP on Development Delivery and Evaluation of E-Content	03-08-2020 to 07-08-2020

Mailbox of prnjl_dtta@rediffmail.com

Date: 15/02/2021

Name: DR. PRANJAL PRATIM DUTTA

Department: ACCOUNTANCY

Signature:

From: C.K. Nath<nathchimun@dibru.ac.in>
Subject: Meeting of the Board of Studies in Commerce on 07/02/2020.
Date: Mon, 13 Jan 2020 10:46:45 IST
To

The Honourable Members

Board of Studies in Commerce
Department of Commerce
Dibrugarh University

Greetings from Department of Commerce, Dibrugarh University.

A meeting of the Board of Studies in Commerce will be held on Friday, the 07th February at 10:30AM at the Conference Hall of the Department of Commerce, D.U. The Agenda of the meeting is enclosed herewith.

All are requested to make it convenient to attend the meeting. Enclosing herewith the minutes of the last BOS in commerce, Syllabi of M.Com 1st and 2nd Semester as recommended by CBCS

Board in Commerce and a copy of the Agenda of the meeting for your perusal and valued inputs.

Thanking You,

Yours sincerely,

Dr. Chimun Kumar Nath

Head & Associate Professor,
Department of Commerce,
Dibrugarh University

Date: 15/02/2021

Name: DR. PRANJAL PRATIM DUTTA

Department: ACCOUNTANCY

Signature:

